

Data Analyst

Job details	
Directorate:	Corporate Strategy and Performance
Department:	Technology & Change
Team:	Information and Design
Grade:	Specialist A
Reports to:	Director of Data & AI
Line management responsibilities:	No
Location:	London

Role overview

Deliver critical insights and reporting on the Law Society’s data to improve operational performance, improve services and inform key business decisions. Actively improve data literacy and analytical maturity across the Law Society by enabling colleagues to access, understand and use data responsibly.

Core duties of the role:

The post holder will:

- Using a variety of analytical techniques, turn data into clear, strategic recommendations for the organisation and leadership
- Create automated dashboards (Power BI, AI/BI (Databricks)) that enable stakeholders to reliably monitor KPIs
- Produce root Cause Analysis, identifying the "why" behind business performance fluctuations
- Design and evaluate A/B tests or pilots and quantify impact of new initiatives, service changes, or communications
- Create a backlog of analytics improvements and prioritise work with organisational teams based on impact and effort
- Create automated reports by developing scripts or workflows that reduce manual reporting time
- Support the Data and Governance team with data Quality Assurance tasks and initiatives, identifying, fixing, and monitoring data errors to maintain a "single source of truth"
- Create and deploy predictive models and forecasts by using data to forecast future trends or member behaviour
- Support the successful delivery of data products to teams across the Law Society alongside product teams
- Support The Law Society with the use of data, data products, and interpreting insights to support data literacy across the Law Society

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Extensive experience in data analysis using python, especially using libraries such as Pandas and NumPy	Interview
Relevant experience with Power BI or similar tools such as Tableau or Qlik for data storytelling, data visualisation and reporting	Application Form
Strong programming skills in SQL or Spark SQL	Application Form
Strong numeracy and statistical modelling expertise	Application Form
Strong data wrangling skills	Interview
Strong problem-solving skills	Interview
Experience in data cleaning and quality checks	Interview
Excellent written and verbal communication skills, with the ability to convey complex technical concepts to non-technical colleagues	Interview
Proven ability to work collaboratively and effectively with a broad range of colleagues and cross-functional teams	Interview
Able to work successfully on multiple tasks, delivering work on time and to the required standard	Interview
A proactive and constructive approach to problem solving	Interview
Familiarity with DevOps, JIRA and GitHub tools	Interview
Familiarity with data governance, data security, and regulatory compliance	Interview
A good understanding of diversity, equity and inclusion within the workplace, with a proactive approach to supporting a welcoming and respectful working environment for all	Interview

Organisational chart

