morris hargreaves mcintyre

Job Title:	Data Analyst
Level:	…
Function / Department:	Research
Reports to (role):	…
Team / Line Management role?	…
Direct reports (roles):	…

Purpose

The purposes of this role is to:

Design, conduct, analyse and deilver insightful quantitative research, which our clients use to drive their success. Manage projects from start to finish, ensuring our work is delivered on time and on budget to a standard that delights the organisations we work with.

With a creative, collaborative and entrepreneurial approach, a Data Analyst helps to build new and repeat relationships with our clients, and plays an active role in building and sharing new ideas.

Main Responsibilities & Key Tasks

The main responsibilities of this role are to:

1. Successfully manage projects from initiation through to delivery and completion
2. Support the development of positive client relationships
3. Contribute to business winning and advocacy
4. Manage the accurate sampling, collection and output of quantitative data
5. Contribute to the company's strategic direction through knowledge-sharing and contributing to innovation and development
6. Take an active role in identifying and undertaking CPD
7. Deliver work in line with the company's project delivery systems and processes

The key tasks within this role are to:

1. Effective project management of multiple projects at any one time to ensure smooth delivery on time, to budget and of a high quality
2. Support business development activity through identifying potential new opportunities, inputting into proposal writing and pitches
3. Set up databases, and clean weight and output data for quantitative surveys accurately and efficiently
4. Manage sample for online, mobile and social media surveys, by sourcing data, calculating accurate quotas and sample frames and liaising with project managers, clients and third party
5. Analyse and interpret secondary client data

6. Contribute to data insight workshops and collaborative analysis sessions to model findings and develop conclusions
7. Support the development of new products and methodologies

8. Take a proactive role in CPD through keeping up to date with sector developments and latest research techniques

Competencies & Behaviours

The MHM Competency Framework lays out how we want employees in MHM to work each day and behave. Each competency is detailed and can be found in the MHM Competency & Behavioural Framework. All roles are graded and grouped together by Seniority level in the business. Examples of the behvaiours required for the Seniority level of this role are set out below which may indicate the successful delivery of each competency (including others – this list is not exahustive and is indicative only).

Comeptency Cluster Setting Direction	Examples of Efffective Behaviour Include
Seeing The Big Picture	Gather information from a range of relevant sources inside and outside their Department to inform own work Understand what is required of them in their role and how this contributes to team and business priorities Consider how their own job links with and impacts on colleagues and others in different areas of the business
Changing & Improving	Review working practices and come up with ideas to improve the way things are done Learn new procedures, seek to exploit new opportunities to work smarter and better and help colleagues to do the same Co-operate with and be open to the possibilities of change and consider ways to implement and adapt to change in own work role Be constructive in raising issues with managers about implemented changes and the impact these may be having Respond effectively to emergencies
Making Great Decisions	Make effective decisions following a logical and appropriate decision making criteria, framework or guidance Monitor and store company data appropriately, securely and responsibly Undertake appropriate analysis to support decisions or recommendations Investigate and respond to gaps, errors and irregularities in information Speak up to clarify decisions and query these constructively Think through the implications of own decisions before confirming how to approach a problem/issue

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Comeptency Cluster Engaging People	Examples of Efffective Behaviour Include
Collaborating & Partnering	Put forward their own views in a clear and constructive manner, choosing an appropriate communication method, e.g. email/ telephone/ face to face Act in a fair and respectful way in dealing with others Write clearly in plain simple language and check work for spelling and grammar, learning from previous inaccuracies Ask open questions to appreciate others' point of view
Leading & Communicating	Proactively contribute to the work of the whole team Get to know fellow team members/colleagues and understand their viewpoints and preferences Seek help when needed in order to complete own work effectively Be open to taking on different roles and responsibilities Try to see issues from others' perspectives and check understanding Listen to the views of others and show sensitivity towards others
Building Capability For All	Identify own skills, knowledge and behaviour gaps to inform own development plan and discuss these with the line manager Recognise and take time to achieve own learning and development objectives Find ways to learn and personally improve in the completion of day-to-day tasks Improve own performance by taking on board feedback from colleagues from different backgrounds Share learning with team and colleagues; contribute to the team's shared learning and understanding React constructively to developmental feedback and make changes as a result

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Comeptency Cluster Achieving Results	Examples of Efffective Behaviour Include
Achieving Commercial Outcomes	Understand and appreciate the importance and details of relevant budgets and commercial / business development targets for their areas of work Be aware of and understand when and how to access commercial reporting data (Finance Reports, KPI Reports, Synergist Reports etc.) Frequently check they are delivering within targets (e.g. chargeable days target, BD target) and personal budgets (e.g. time, cost, materials etc.) Care about the commercial performance of personal work, or work they are involved in delivering and take responsibility when they haven't delivered the best commercial outcomes or haven't hit any targets
Delivering At Pace	Work in an organised manner using own knowledge and expertise to deliver on time and to standard Work with energy and pace to get the job done Take responsibility for the quality of own work and keep manager informed of how the work is progressing Remain focused on delivery Maintain consistent performance Suggest improvements to ways of working or approaches to work
Producing Quality Work	Demonstrate a clear understanding of "what good looks like" for personal high quality work Ensure delivery of professional excellence and expertise in their work Work within their Team to set priorities, create clear plans and manage and deliver all work and activities to meet the needs of the Client and the business Identify common problems or weaknesses in processes or procedures that affect delivery quality and escalate these Promote adherence to relevant project management practices, processes and ways of working, including project management frameworks and internal procedures