

Job Description

Position Title	Insight Analyst
'Reports to' Position Title	Head of Business Insight & Pricing
Date (Written or reviewed)	28 January 2020
General Summary	
<p>The Insight Analyst is a pivotal member of the Smith&Smith® Business Insight and Pricing team, which is responsible for driving optimal business decision making through providing best-practise operational, financial and pricing insights. The Insight Analyst is a data specialist, delivering exceptional commercial insights to enable the business to make fully informed decisions. The Insight Analyst is a team player, who challenges the status quo of the organisation and continually strives to deliver best-practice solutions to drive improvements in business performance.</p>	
Principal Duties and Responsibilities	
Principal Duties and Responsibilities	Measure of success
1. Dashboard and Report Development	<ul style="list-style-type: none"> In consultation with business stakeholders, specify and develop accurate and insightful reports and tools that empower the business to measure and influence their results
2. Business Insights	<ul style="list-style-type: none"> Provide appropriate insights, commentary, conclusions and recommendations to the business to drive business performance improvements;
3. Manual Report Preparation	<ul style="list-style-type: none"> Complete regular Belron operational reporting accurately and on time; Complete regular business operational reporting accurately and on time;
4. Ad Hoc analysis	<ul style="list-style-type: none"> Prepare ad hoc analysis to provide insights on specific commercial questions;
5. Support Change Initiatives	<ul style="list-style-type: none"> Prepare financial business cases and models to support operational change initiatives in the business; Prepare post implementation financial and operational analysis of change impact;
6. Data Integrity	<ul style="list-style-type: none"> Work with internal business partners to improve data integrity and maintain information requirements;
7. Team Building	<ul style="list-style-type: none"> Share learnings with other members of the Business Insights and Pricing team; Share insights with other members of the Business Insights and Pricing team to ensure consistent messaging across the business;

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8. Team Back-up		<ul style="list-style-type: none"> Provide back up to other analysts in the Business Insights and Pricing team.
Competencies		
Competency		Description
Action Oriented		Readily initiates action; shows energy to get things done; demonstrates initiative; prepared to give things a go; tackles challenges head on
Business/Commercial Savvy		Has insight and understanding of business issues and commercial drivers; keeps People and Leadership abreast of information, trends and technology which impact the business and relevant areas of expertise; identifies and manages risks.
Customer Focus		Always mindful of their customers' needs and seeks to meet them; communicates openly, honestly and with respect; follows through on promises; reliable in terms of delivering products and services; builds and maintains effective relationships
Deals With Ambiguity & Change		Demonstrates sound coping skills when faced with uncertainty and change, even if unexpected; can act without having all the necessary information; shifts focus when the situation calls for it; able to cope with risk and uncertainty.
Effective Decision Making		Makes sound decisions based on own knowledge, experience and judgement; analyses situations thoroughly; identifies relevant issues and makes timely, quality decisions, even when faced with tight deadlines; suggestions and advice often prove to be right.
Interpersonal Skills		Communicates effectively with a range of people; actively listens; gets point across clearly and succinctly; can build good rapport with a range of people; develop effective working relationship; uses diplomacy and tact;
Shares Information		Provides timely and accurate information to people; keeps others up to date on key issues; imparts advice as required; is proactive in supporting people to have what they need to make better informed decisions.
Other Applicable Knowledge, Skills and Abilities:		
Direct Reports	0	
Indirect Reports		
<ul style="list-style-type: none"> Approval levels As per Smith and Smith Authority Matrix 		
Education and Experience		
<ul style="list-style-type: none"> Tertiary Degree in Commerce or Business 18 months of commercial insights experience in an industry or CA environment 		
Required Certifications		
n/a		
Physical Requirements		
<ul style="list-style-type: none"> This is an office role with no physical requirements 		

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Other Required Skills and Abilities: <ul style="list-style-type: none">• Strong business analyst skills• Strong data analytical skills• Excellent written, communication and organizational skills	
Other skills or abilities <ul style="list-style-type: none">• Excel• SSRS tools• Power BI• Cognos/TM1 (preferred)• Experience in analysing ERP data (preferred)	