

Data Support Officer Job Description

Job Title:	Data Support Officer
Reporting to:	Senior Business Analyst
Location:	Central London, King William Street
Contract Type:	Permanent
Date advertised:	December 2020

Organisation

Salix Finance provides Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills. Salix is a non-departmental public body, owned wholly by Government. Salix is funded by the Department for Business, Energy and Industrial Strategy, the Department for Education, the Welsh Government and the Scottish Government.

Salix are proud to have been awarded the Investors in People Gold Award and came second in the Sunday Times Top 100 companies to work for in category small companies, not for profit category in 2020.

Work Life at Salix

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is in a team and has a named line manager who helps organise individual workload and manages training and development. Successful applicants will be encouraged to study for relevant qualifications, becoming an expert in their field.

Job Purpose

The Data Support Officer will work to company values and principles and in doing so will be responsible for supporting the Business Analysts with regular reporting from, and management of, Salix's internal databases and systems. Working as part of the Business Analysis and Systems team, the primary role of the successful candidate will be supporting our operational, technical and finance teams to help with the analysis of data and performance against the key performance targets of the Salix funding programmes.

Key Duties and Responsibilities

- Assisting with the production of monthly, quarterly, yearly and ad hoc data support and reporting
- Liaising with the Business Analysts and Delivery Teams to identify system issues and required changes
- Working with the team on new systems development projects
- Supporting with updates and changes to the project reporting system
- Collating data for the production of management information presented to the Salix Board and to other stakeholders
- Maintenance and resolution of issues for the database and web front end systems, working with external IT partners as required

Salary

- £25,500 during probationary period which lasts 12 weeks
- £26,000 after successful probationary period
- Rising to £33,000 by annual increments, based on performance

Employee benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory pension scheme
- Season ticket loans
- Supported training budget for staff

Appointment process

Salix operates a probationary period for all new staff, on a fixed term 3-month probationary contract. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. Successful completion of the probationary period will lead to an offer of permanent employment contract.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Personal Specification in Appendix 1.

Appointment timetable

- The position has been advertised on **Friday 27 November 2020**.
- Applications should be submitted no later than **midnight on Friday 8 January 2021**.
- Interview dates for shortlisted candidates will take place remotely on **Wednesday 20 and Thursday 21 January 2021**.

Application information

If you wish to apply for this role, please submit all of the following to rosiepalmer@changeagents.org.uk:

1. An up to date CV
2. A statement of no more than 1,500 words as to how you match the requirements of the Person Specification ensuring you address the 8 key criteria highlighted in the key criteria column of Appendix 1
3. Equality monitoring form ([available to download here](#))
4. Applicants should confirm where they learnt of the opportunity in the covering email/letter when submitting their application
5. Please state your availability for the planned interview period quoted in the appointment timetable as part of your application submission email

Key information about application

- Applicants must demonstrate through their CV and personal statement that they meet the qualifications, experience, skills and abilities listed in the Personal Specification in Appendix 1.
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not

submit all requested documentation will not be contacted to submit a full application.

- Applicants invited for an interview will be required to complete an Excel exercise prior to attending and to present the findings at the interview.
- All applicants must have the right to work in the UK and documentation is checked.

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	
	Evidence of further professional development	
EXPERIENCE	Excellent IT skills, including all Microsoft Office applications with a focus on Microsoft Excel, including formulas (some VBA preferable)	✓
	Experience in a similar role	✓
	Experience in providing advice and support to managers	
	Knowledge of databases and their design	
	Experience of using CRM systems	
	Programming experience	
	Knowledge of reporting software and dashboard tools	
	Knowledge of website design/online portals	
	Knowledge and interest in energy efficiency and low carbon technologies	
SKILLS AND ABILITIES	Ability to work flexibly and proactively within a small team	
	Ability to manage, prioritise and deliver several projects and work programmes within timescale	✓
	Communicates effectively and confidently	✓
	Fosters collaborative and coordinated working across teams and in partnership with other organisations	✓
	Ability to positively represent Salix and good customer service skills	
	Strong numerical and analytical skills	✓
	Pays close attention to detail, ensuring work is delivered to a high standard	✓
	Effective time management and ability to set realistic timescales for work delivery	
	Self-motivated and good organisational skills	
	Good interpersonal skills	
	Ability to effectively contribute at meetings and events participation	
OTHER	Ability to demonstrate and understand equal opportunities	
	Willingness to learn and commitment to personal development and training	✓

***Key:** ✓ = key criteria

Revised November 2020