

Job Description

Job title	Data Analytics Lead
Reports to	Head of Insight & Innovation
Grade	4
Directorate	Education, Insight & Global Engagement
Term	Fixed-Term (12 months)

Job purpose

A key component of UK Anti-Doping's 2021 - 2025 Strategic Plan is to secure the data capabilities, tools, and techniques that are required to further enhance our activities.

The responsibility of developing UKAD's Data Analytics Strategy through co-ordinated, organisation-wide engagement has been assigned to the Insight & Innovation team. This post shall be responsible for leading this internal activity, as well as engaging with external stakeholders to understand related approaches undertaken by other organisations within anti-doping and wider sectors.

Key result areas

- Lead on the development of insights, data visualisations and evidence-based reports with teams across UKAD
- Facilitate internal workshops including senior members of staff that seek to identify hypotheses that can be explored through analytics
- Develop, chair and drive a cross-team working group that maximises internal engagement and shared learning from analytics use cases.
- Collaborate with colleagues across UKAD to identify business requirements and how these can be included within a subsequent Data Analytics Strategy
- Define prioritisation criteria towards future initiatives including assessing the likely resource requirements, estimated timeframes for deliverables, alignment with strategy and communicate intended plans effectively with colleagues of all levels.
- Present complex issues by contributing towards internal reports such as the Board Performance Pack, Quarterly Business Report, and papers for Director's Team.
- Develop and maintain effective partnerships with UK academic institutions, fellow National Anti-Doping Organisations and other identified strategic partners that will enable UKAD to pursue its data analytics ambitions

- Consult with similar organisations outside of anti-doping to understand their approach to data analytics and identify opportunities for integrating ideas within UKAD
- Undertake stakeholder interviews to gather information in support of data analytics projects
- Promote UKAD's data analytics interests through national and international research networks
- Co-facilitate meetings and briefings with senior staff, UKAD Board, and UKAD's Innovation Commission ensuring that progress against the Data Analytics Strategy is reported in a timely and effective manner.
- Comply with the UKAD quality management system, including adhering to data sharing and data protection policies.
- Undertake other duties, that may be required from time to time, that are consistent with the responsibilities of the post and the needs of UKAD.

Key internal and external contacts

- Colleagues across UKAD
- Consultancy company appointed to data analytics project
- National Anti-Doping Organisations (NADOs)
- Universities
- World Anti-Doping Agency (WADA)

Our values

- **Integrity** – We do what is right for clean sport, we are equitable and ethical, ensuring everyone is treated fairly and with respect.
- **Collaboration** – We work together and with others, sharing knowledge and building relationships to better tackle doping.
- **Excellence** – We strive to achieve high standards in the protection of clean sport, evolving with the times and finding solutions.
- **Passion** – We are dedicated to keeping sport clean, are proud of what we do and know it matters.

Person specification

Qualifications/experience/knowledge

- Experience of working with data sets across a range of sources, using data visualisation tools (e.g., Microsoft Power BI or Tableau), and extracting actionable insights
- Experience of managing projects that involve both internal and external stakeholders

- Experience of independently establishing and maintaining successful partnerships with external stakeholders
- An understanding of data protection, confidentiality, and experience of managing information with discretion

Skills and personal attributes

- Demonstrable analytical eye for detail
- Excellent communicator who can build, manage, and sustain relationships with key stakeholders and who can translate complex themes and technical terms into an accessible format for all
- Highly curious with a passion for understanding the 'why' behind trends and the confidence to question the status quo
- Independent problem-solver who can be accountable for a complex workload
- Strong administration and record keeping skills
- Strong planning, time management and organisational skills
- Able to work effectively as a team member or on own when required
- Able to work in a highly process driven administrative environment

Additional information

This is a fixed-term role available on a full-time basis. Working hours are 36 hours a week although flexibility is required to ensure core objectives are achieved.

Some out-of-hours work, particularly evening or weekend work, conference calls with international colleagues outside of core work hours, and occasional travel may be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended over time in accordance with the changing needs of the organisation.