

**Bradford 2025 Data Analyst – fixed term to 31 March 2026**

**Closing date: 14 April 2024**

**Interviews will be held on: 2 May 2024**

Bradford is the UK City of Culture 2025 and the year of culture will include more than 1,000 new performances and events including artist commissions, major arts festivals and major national and international collaborations. Bradford Culture Company is building its delivery team and needs people who are dedicated, passionate, and enthusiastic. We're getting closer to 2025 and have an exciting opportunity for an enthusiastic Data Analyst to join our team.

You will work with the Evaluation Team to generate actionable insights from a range of data being collected for the evaluation of Bradford 2025. The role will involve the analysis and reporting of predominantly quantitative data from sources such as surveys (household, young people and volunteers); audience and participant feedback; staff and creative sector workforce surveys; and secondary data from a wide range of national, regional and local datasets relating to jobs, skills, tourism, environmental impact, wellbeing and social media. There will be fantastic opportunities to work alongside Data Analysts and Data Scientists from academic and partner organisations and collaborate on innovative projects aligned to the Bradford 2025 evaluation involving automation, coding, machine learning and AI.

We're looking for someone who has the flexibility and technical skills to work with different data sources and types, with excellent analytics or data science skills, who is adept at problem solving and communicating at all levels and passionate about demonstrating outcomes and impacts.

**Key responsibilities:**

- Checking, validating and cleaning of data.
- Undertaking descriptive and inferential statistical analyses, taking full responsibility for data analyses and data integrity
- Analyse, visualise and report on key indicators, metrics and insights as part of the monitoring and evaluation of Bradford 2025.
- Contribute to the production of evaluation outputs for different audiences such as data visualisations, infographics, presentations and written reports, papers and publications.
- To be aware of and promote compliance with all relevant aspects of Data Protection legislation and Information Governance regulations.
- Supporting the Evaluation Team to identify, implement and provide training and resources on the most appropriate tools, methods and approaches for data collection, analysis and presentation.
- Contribute to agile delivery projects relating to data collection, analysis and visualisation such as the design, development and maintenance of impact dashboards.
- Support the development of junior Evaluation Team members and the mentoring of colleagues involved in evaluation activities, including apprentices, student placements and student projects.

**You will have:**

- Degree, Master's degree or PhD (or equivalent experience) in data, statistics, mathematics, computer science, epidemiology or a related field.
- Experience of working in a research or data analytics role in a relevant sector.
- Knowledge and skills in descriptive and inferential statistical analysis for research or evaluation.
- Experience of working with large datasets and using/ interrogating databases.
- Experience of data management, analysis, visualisation and presentation.
- Understanding of the data lifecycle and appropriate governance, quality standards and best practice relating to data processing, analysis and reporting.
- Proficient in using appropriate statistical tools for data analysis.
- Proficient in tools and techniques such as SQL or APIs to extract data from a database ready for analysis.
- Ideally, the ability to produce reusable program code in at least one common statistical or database package e.g. Stata, SAS, R, SQL
- The confidence and ability to work constructively and collaboratively with colleagues and stakeholders.
- Exceptional written and verbal communication skills with the ability to communicate complex data to diverse and non-specialist audiences.
- Excellent project and time management skills.

**Benefits include:**

- Up to £35,000 dependent upon previous experience
- 37 hours per week worked flexibly Monday to Friday, hybrid working - office (City Centre location) and working from home, depending on work programme requirements.
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

**We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.

- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.