

Job Specification – adam HTT Limited

Job Title: Data Analyst

Job Opening: August 2020

Location of Role: Milton Keynes

Salary Range: Available upon request

Benefits:

- 25 Days annual leave (plus bank holidays)
- Personal Training Budget of £1,000 per annum (in addition to other training opportunities provided)
- National Rail Card
- Perkbox membership
- Monthly Health & Wellbeing allowance
- Cyclescheme
- Multiple social and charity events each year

About *adam*:

Our mission

In a business environment, outdated technologies are still relied upon to automate textbook procurement practices that don't meet the needs of people in the real world. Put into context that means that the most vulnerable in our society are having services arranged for them that don't best meet their needs, whilst also not maximising taxpayer money. We are fixing that problem.

And for those looking to arrange services themselves the rise of the internet has helped, but online tools focus on price and ease, and not on quality which is the driving factor in most significant buying decisions. If you were putting your mother into a care home, where would you go and who would you trust?

Harnessing the power of cutting-edge technology, *adam* enables the public sector to unlock a strong, dynamic choice of providers, ultimately enabling wellbeing for the individual. The adam Human Touch Technology™ service connects four stakeholders: The INDIVIDUAL, and their demand for personal wellbeing; The PROVIDER, and their need to meet the demand; The PROFESSIONAL, and their responsibility towards the individual,

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and community, wellbeing – and The ADVOCATE, the individual or group proactively driving the wellbeing for the individual.

Job Description:

In this role you will be working as part of the Data team here at adam. You will be tasked with interrogating and scrutinising a large amount of data that we have available using various data analysis tools.

adam's bespoke technology platforms are designed, developed and maintained by a dedicated in-house team. Working as part of the *adam* IT Department, the Data Analyst will be a key driver in helping adam reach it's goals when it comes to transforming into a data driven business.

The successful candidate will be hard working, engaging and out-going, with a proven ability to build relationships with a wide range of people, and will play an instrumental role in delivering insights internally and across a range of customers.

Responsibilities:

- Develop and support reporting processes
- Monitor and audit data quality
- Liaise with internal members of staff to fully understand the data we have
- Manipulate and analyse complex data sets relating to our core application
- Build and prepare reports for internal and external use
- Create dashboards, graphs and visualisations using various tools

Essential Skills:

- Excellent numerical and analytical skills
- Knowledge of data analysis tools - you don't need to know all of them at entry level, but you should show advanced skills in Excel at the minimum.
- Knowledge of data modelling, data cleansing, and data enrichment techniques
- The ability to produce clear graphical representations and data visualisations.
- Knowledge around data security and GDPR

Desirable Skills:

- Tableau

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- Google Analytics, SEO, keyword analysis and web analytics aptitude
- An understanding of dimensional and relational database models
- An understanding of procurement

The Person:

- A clear communicator with strong verbal and written communication skills
- An analytical mind set and ability to spot trends in data
- Self-motivated with a high level of initiative
- Strong problem solving and organisation skills
- Proactive attitude to work
- Ability to work under pressure and meet tight deadlines

More About *adam*:

Our history

After many years' experience of delivering technology to local government, in 2012 we founded *adam* (previously known as Matrix SPS).

We launched with our first customer in 2012 and after great success quickly invested to build our business to become the leading provider of services procurement technology in the UK. Fast forward just a few years and we have over 50 public sector customers, managing spend of over £1 billion, and help government buy a range of services for the most vulnerable in our society from care, to housing, to education and beyond. We are now widely recognised as the leaders in our field and have a range of products in both local government and the NHS.

Our business today

Privately owned, *adam* is run by an entrepreneurial management team who genuinely want to make a difference in the world. We build and maintain all of our own technology, which centres on the values of Human Touch Technology – and this presents itself in both the product we build, but also how we do business. To us this is a passion and not just a business, and we treat all interactions with the care they deserve.

We are based in our modern office in Milton Keynes, not far from the station and shopping centre, and have a young and talented team of staff. We now have a range of

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products that serve both the local government and NHS markets. Over the coming years, we will continue to invest very heavily in all of them as we build technology to high standards, quickly, and always with users in mind.

And we're proud of our results to date. We've been awarded the Innovation in Care award at the GB Care awards, we've been recognised as a Cool Vendor by Gartner, and we are growing at a rapid rate. The owners are convinced of adam's potential and are investing all profits back into the business to accelerate future growth.

Our people

Whilst we undoubtedly have a great product, we are immensely proud of the people within our business. Many of our staff, including much of the senior and middle management teams, have progressed from junior positions within the business.

We employ largely on talent and personality with experience coming second, and all staff are provided a formal but friendly environment within which to flourish. We provide a range of development schemes that staff can access to achieve the progression that they desire. No one person is the same and therefore development is centred around the individual, and the entire management team takes an active role in the development of all of our people.

At the same time, we expect a lot from our staff. Everyone is given their own area of responsibility and you will be expected to work hard to help us achieve our goals. Occasionally deadlines require efforts out of hours, work takes people out of their comfort zone, and we challenge staff to be better at everything they do. However, all of our staff are supported and nurtured and we provide a hugely rewarding environment to work within.

Next Steps

adam is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you think that you are the type of person who would flourish in our business, and that adam is the type of company that you want to work for then please email us at careers@useadam.co.uk with your CV and covering letter.

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