

PERSON SPECIFICATION

Job Title: Data and AI Analyst

Grade: EO2

Appointment: Temporary for a fixed period of 12 months

Essential Criteria

Qualifications

- A postgraduate qualification or recognised certification in data analytics, artificial intelligence, business analysis, project management or a related field
- OR
- A degree or equivalent Level 6 qualification in data analytics, computer science, artificial intelligence, information systems, finance, accounting, mathematics, statistics or another relevant discipline AND demonstrable professional experience in a data, systems, automation or analytical role.

Experience

- A minimum of two years' relevant experience gained within the last five years in data analysis, business intelligence, reporting, data visualisation, AI-enabled technologies or related disciplines.
- Experience analysing complex operational or financial data and using data analysis and visualisation tools such as advanced Excel, Power Query, Power BI, SQL, Python or comparable technologies to produce clear, practical information for decision-makers.
- Experience designing or improving automated workflows, reporting processes or data pipelines, including gathering user requirements, mapping end-to-end processes, identifying control points, testing solutions and documenting methodologies and outcomes.
- Evidence of strong analytical, numerical, problem-solving and communication skills, including the ability to manage competing priorities, explain technical matters to non-technical and senior stakeholders, work collaboratively, handle confidential information appropriately, and apply human oversight, transparency, auditability, information governance and ethical principles when using AI.

Skills and Abilities

- Strong analytical, numerical and problem-solving skills, with a high level of attention to detail and accuracy.
- Ability to understand end-to-end business processes, improve data management and convert operational requirements into controlled digital solutions that maximise the value of AI, analytics and data mining.
- Ability to explain technical or analytical matters clearly to non-technical colleagues and senior stakeholders.
- Understanding of the need for human oversight, transparency, auditability, information governance and ethical use when applying AI.

Desirable Criteria

- Within the last five years, experience of Blackbaud Grantmaking (BBGM), another grants or case management system, or applying AI, machine learning, document intelligence or rules-based automation to grants administration, claims verification, financial or operational review processes.
- Within the last five years, experience developing management accounting dashboards, forecasts, variance analysis or automated reporting packs, or integrating and reconciling operational and financial systems, together with knowledge of financial controls, segregation of duties, risk-based assurance, data protection and records management in a public-sector or regulated environment.

Role Summary

The Data and AI Analyst will combine process analysis, data expertise and controlled use of automation to modernise grant and Finance activities. The postholder will improve data management to maximise and harness the full value of AI, analytics and data mining; digitise the full grant lifecycle in BBGM; develop AI-supported claim vouching and exception reporting; and improve management accounting automation so that accurate and timely financial information supports effective Executive decision-making.