

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

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| Job Title: | Data Analyst – Underwriting Performance |
| Reports to: | Head of IT |
| Business Unit: | IT |

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| Job Purpose: | <p>As a Data Analyst, your responsibilities will include: -</p> <ul style="list-style-type: none"> • Analysing large datasets to identify patterns, trends, and insights • Designing and implementing analytical solutions to solve complex business problems • Collaborating with users to understand their business needs and providing insights and recommendations • Communicating findings and recommendations internally to technical and non-technical stakeholders Communication externally with Clients, Third Party Administrators (TPAs) and Insurers • Staying up-to-date with the latest trends and technologies in data mining and analytics • Implement business improvements to ensure information is kept up-to-date within given timelines <p>What do I need?</p> <ul style="list-style-type: none"> • The ideal candidate should possess the following: - • Proven experience in data mining, data analysis, or a related field • Strong analytical and problem-solving skills • Proficiency in data mining tools and techniques, such as SQL, R, Python, etc. • Experience working with reporting technologies such as Power BI, Tableau or similar • Excellent communication and interpersonal skills • Ability to work independently and as part of a team |
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| Key tasks: | <p>The current reporting environment consists of data extracted from a policy administration system along with spreadsheet data combined in a Power BI framework.</p> <ul style="list-style-type: none"> • Regular updates of the reports with the latest data • Liaise with key stakeholders to understand requirements and implement changes based on agreed parameters • Documentation of current processes • Liaising with other members of the IT team to knowledge share methods and processes • General duties as may be required within the department |
| Skills, knowledge, and experience required: | <ul style="list-style-type: none"> • Demonstrable experience in a data analytics role • Experience using Microsoft Power BI or similar • Comprehensive knowledge of Microsoft Excel • Good administration skills • The ability to stay calm and focused in a busy environment • An enthusiastic 'can do' attitude. |
| Desirable/advantageous: | <ul style="list-style-type: none"> • Ability to deliver ad hoc software training (i.e. Microsoft Office) • Experience of other reporting methodologies • Knowledge of SQL and associated extraction methods. • Relevant experience within the Insurance Broking industry would be useful but not essential |
| Other: | <ul style="list-style-type: none"> • Any other duties requested by Senior Management to fulfil the job purpose |