Yorkshire Housing Role Profile

Yorkshire Housing

Job title:	Business Intelligence Analyst	Leader of others:	No
Reports to:	BI and Analytics Manager	Contract type:	Agile Homeworking
Business area:	Technology, Insight and Change; Data, Performance & Information Security	Car allowance:	No
Budget holder:	No	DBS required:	No

Job purpose

As a Business Intelligence Analyst, your primary focus is to uncover and deliver meaningful insights that drive smarter decision-making across the organisation. You'll work proactively with stakeholders to understand their challenges and opportunities, using data as a strategic asset to create value at every level.

Driven by curiosity and confidence, you'll explore data in depth, ask the right questions, and translate complex information into clear, actionable insight. While you'll use modern tools — such as Power BI and AI — to perform your analysis, your true impact lies in influencing others to act on your findings.

You'll play a key role in fostering a data-driven culture by making information accessible, reliable, and engaging. At the same time, you'll continue to grow your expertise in analytics and emerging technologies, helping shape the future of data within the organisation.

Key responsibilities

Driving Insight and Business Value
- Proactively engage with teams across the organisation to understand their goals, challenges, and data needs, ensuring reporting solutions are aligned with strategic priorities.
- Translate business questions into data-driven solutions that uncover trends, highlight opportunities, and inform decision-making.
- Contribute to the delivery of key data and performance services, including the performance framework and associated reporting - helping shape how success is measured and communicated.

Stakeholder Engagement and Collaboration
- Partner with stakeholders to gather and refine business requirements, offering expert guidance on best practices for report design and data storytelling.
- Communicate reporting changes clearly and confidently, providing training and support to ensure stakeholders can interpret and act on insights.
- Collaborate across teams and projects, applying a data lens to cross-functional initiatives and embedding analytics into everyday decision-making.

Data Knowledge and Technical Expertise
- Build deep knowledge of corporate systems, their underlying processes, and the data they generate to provide context-rich insights.

- Collaborate with subject matter experts and technical leads to document the full reporting lifecycle—from requirements gathering to delivery and ongoing maintenance.
- Act as a champion for modern reporting techniques, particularly using Power BI and AI-enhanced tools, driving continuous improvement in how data is used and understood.

Design and Delivery of Reporting Solutions
- Design and deliver scalable, efficient, and visually compelling dashboards, reports, and analytical solutions.
- Streamline reporting processes through automation and innovation, enhancing the speed, accuracy, and accessibility of insights.
- Ensure solutions are user-centric, intuitive, and tailored to the needs of diverse audiences across the organisation.

Documentation and Knowledge Sharing
- Create clear, comprehensive documentation to support the development, use, and maintenance of BI solutions.
- Share knowledge and best practices across the team and wider organisation, contributing to a culture of learning, collaboration, and data literacy.

The above list of duties is neither exhaustive nor exclusive. The post holder is expected to undertake duties commensurate with the responsibility and level of this post as directed by the management team.

What you'll bring to the role

The main things:

Analytical Thinking and Insight Generation
- Demonstrable experience of interpreting business requirements and translating them into actionable reporting or analytical solutions.
- Strong analytical and critical thinking skills, with the ability to explore data deeply, identify patterns, and generate meaningful insight.
- Proven ability to use data visualisation tools (e.g., Power BI, Excel, Tableau) to present complex analysis in a clear, engaging, and accessible way for decision-makers.

Stakeholder Engagement and Communication
- Proven experience of gathering requirements from stakeholders, including the ability to elicit key information, challenge assumptions, and clarify business needs.
- Excellent communication and interpersonal skills, with the ability to confidently engage with both technical and non-technical audiences.
- Strong listening and influencing skills, with the ability to build trust, manage expectations, and guide stakeholders toward effective data solutions.

Technical Capability and Solution Delivery
- Demonstrable experience of delivering dashboard and reporting solutions with a focus on usability and scalability rather than technical depth.
- Ability to use modern tools and techniques to deliver scalable, repeatable, and efficient reporting solutions.
- Experience of manipulating and analysing complex, cross-organisational data using relevant tools (e.g., Excel, including pivot tables and lookup formulas).

Ways of Working
- Ability to manage own workload, plan effectively, and deliver work to agreed timescales and standards.
- Comfortable working independently and collaboratively across teams and projects.

- Willingness to embrace change and contribute to organisational and cultural transformation.

Values and Organisational Fit
- A passion for data and a desire to help drive a data-enabled culture across the organisation.
- Personal values and approach that align with Yorkshire Housing's values.
- Understanding of Equality, Diversity and Inclusion and how this is applied in service to customers and colleagues.
- Ability to work flexibly in line with Yorkshire Housing's Hub, Home and Roam principles.

It would be a bonus if you have:

- Analytical experience gained as part of a degree or other formal qualification.
- Experience working in a housing, not-for-profit, or public sector environment.
- Prior experience of working in a data-related role.
- Familiarity with AI-enhanced tools or emerging technologies in data and analytics.
- Experience using an enterprise reporting tool such as Power BI, Tableau, Qlik etc.

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say
Be curious • Think differently • Ask questions • Keep learning
Make it happen • Own it • Do it • Be empowered
Achieve impact • Do things that matter • Deliver results • Show pride and passion
Have fun • Enjoy work • Be yourself • Stay connected

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

Date Role Profile last reviewed:	August 2025