



Job opportunities

Position details

Position:	Data Analyst
Hours:	37
Salary:	£35,235 to £37,938 (Grade 5)
Location:	Exeter, Honiton & Remote working
Vacancy type:	Fixed term (24 months)
Closing date:	7 August 2025

How to apply

Please send your CV and covering letter to Jayne.Coppin@Strata.Solutions

For full details of the role please see the job advert and job description included in this job pack.

Strata Human Resources
East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

Phone: 01395 517553

Email: hr@eastdevon.gov.uk



Data Analyst - EDDC

Fixed Term Role (24 Months)

Honiton/ Exeter/ Remote (Hybrid)

At Strata we are passionate about our people and about our technology as well as our digital transformation. We pride ourselves on our integrity towards our colleagues and clients as well as providing service excellence at all times. We are collaborative in the way in which we work, our fast-paced environment provides many opportunities for exposure to new technologies and methodologies. As a local Government owned business, our people are at the heart of what we do our objective being to provide an inclusive environment where everyone can contribute to the progression of our organisation.

An exciting opportunity has arisen for a Data Analyst to join our team on a Fixed Term Contract for 24 months.

The Data Analyst will play a key role in transforming data into actionable insight that supports evidence-based decision making across the council. Using tools such as Power BI, the successful candidate will develop and maintain dashboards and reports, produce performance and operational analytics, and work closely with service teams to understand their data needs. The role will also support a data-driven culture across the authority by promoting best practice and providing advice and guidance.

The Role

- Develop, maintain and enhance Power BI dashboards and reports to present performance, operational, and other business-critical data in a clear and accessible way.
- Work collaboratively with service areas to understand strategic and operational objectives, understand how these will be measured, define reporting metrics and KPIs to report on the measures, and identify data sources to support reporting on defined metrics and KPIs.

Your Experience

You will demonstrate proven experience within:

- The use of Microsoft Power BI working with a range of data sources to produce high quality reports and visual representation of data
- Working with stakeholders at all levels to gather reporting and analytical requirements and translate these into published reports
- A data governance framework, and adherence to data protection best practice

The Essentials

You will have a proven track record in:

- Proven experience in using Power BI to produce attractive, meaningful reports
- Working with data from a variety of sources including but not limited to, Microsoft Fabric, SQL Server, Excel Spreadsheets and cloud data sources using appropriate connectors.

What's in it for you?

We offer a competitive package which includes:

- Salary – from £35,235 to £37,938
- Significant employer contribution to the Local Government Pension Scheme.
- 37 hour working week – hybrid working.
- 29 days holiday (per annum)

If you feel you have the blend of skills that we require and would like to apply for this role, please send your CV with a covering letter to Jayne.Coppin@Strata.Solutions. Closing date Thursday 7th August 2025.

No Agencies



JOB DESCRIPTION

POST TITLE: Data Analyst (fixed Term 2 Years)

REPORTS TO: Principal Data Engineer

GRADE & SALARY TBA

OVERALL PURPOSE OF ROLE:

The Data Analyst will play a key role in transforming data into actionable insight that supports evidence-based decision making across the council. Using tools such as Power BI, the postholder will develop and maintain dashboards and reports, produce performance and operational analytics, and work closely with service teams to understand their data needs. The role will also support a data-driven culture across the authority by promoting best practice and providing advice and guidance.

Core Responsibilities

1. Develop, maintain and enhance Power BI dashboards and reports to present performance, operational, and other business-critical data in a clear and accessible way.
2. Produce regular and ad-hoc performance reports to support service improvement, management oversight, and statutory reporting requirements.
3. Work collaboratively with service areas to understand strategic and operational objectives, understand how these will be measured, define reporting metrics and KPIs to report on the measures, and identify data sources to support reporting on defined metrics and KPIs.
4. Work closely with the Strata Data Engineers to identify data sources, define governance requirements of the data and scope how the data should be stored and managed within the corporate data lakehouse and warehouse.
5. Support the development of consistent data standards and reporting processes across the council.
6. Promote data literacy and use of self-service analytics tools across the organisation.
7. Assist with data quality improvement initiatives, helping to ensure the accuracy, consistency and completeness of council data.
8. Stay up to date with developments in data analytics, reporting tools and relevant legislation (e.g. GDPR).
9. Train end users in consuming reports and dashboards in power bi
10. All other duties commensurate with the grade and role



OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/Desirable (E/D)	Method of Assessment
Education/training	<ul style="list-style-type: none"> • Good general school background with a minimum of 4 GCSEs grade C and above • Technical or business qualification • Microsoft certification 	E D D	
Knowledge	<ul style="list-style-type: none"> • Proven experience in data analysis and reporting. • Strong experience with Power BI (including Power Query and DAX). • Good understanding of data modelling and visualisation best practices. • Ability to communicate complex data clearly to non-technical audiences. • Strong Excel skills and familiarity with other relevant tools (e.g. SQL, Power Automate). • Excellent analytical and problem-solving skills. • Ability to manage competing priorities and deliver work to deadlines. 	E E E E E E	
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and stakeholder engagement skills. • Experience with data protection regulations and compliance standards. • Excellent documentation and communication skills. • Microsoft 365 tools such as Power Automate and PowerApps • Ability to troubleshoot and resolve M365 related technical issues effectively. • Understanding of M365 security, access control, and compliance policies. 	E E E D D D	
Successful experience in	<ul style="list-style-type: none"> • Writing Reports using modern reporting tools 	E	



	<ul style="list-style-type: none">Working in a multi-departmental organisation such as Local Government	D	
Special requirements	<ul style="list-style-type: none">A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act).	E	



RISK ASSESSMENT PROFILE

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]

- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test