Senior Data Analyst

BBC, Perivale, London

Apply

BBC Archives manages one of the world’s largest multimedia archives. Our mission is to archive, preserve and store content so that the BBC has an enduring and accessible cultural memory. Our role is to ensure that the BBC has long-term, useable and high quality collections and we proactively embrace digital curation and cross-platform archiving.

The archive is a working collection of content and information that includes BBC Television and Radio output, music, web content, images and documents. The department adheres to a media management policy for the identification, selection and archiving of all asset types that are created by the BBC. This fulfils our Royal Charter obligations and serves the BBC by utilising existing material for re-use and research. Our customers are BBC programme makers, external clients, policy makers, historians and our audiences.

This role sits within the Archives Data function of BBC Archives, reporting to the Head of Archives Data. Archives Data is a key function within the BBC and Archives Division. Our aim is to ensure that we keep our archive content safe, easily searchable and connected to the right metadata. We do this through robust, best practise data management and analytics methodology.

Main Responsibilities

In BBC Archives, you will be a key member of the Archives Data function. You will need to work closely with a cross-functional Archives division, as well as members of the Archive Data function. You will be providing cleaned and verified data, insights, visualisations, interpretations and reports to help drive Archive strategy. Other responsibilities include:

- Expertly use analytics and reporting data tools to deliver accurate insights and data to help drive archive strategy.
- For some analytical projects you will be the lead analyst and one of the first lines of contact.
- Accurately extract, explore and prepare the right data to drive reports, analytics, actions and projects.
• Support analytics colleagues, flexibly and adaptably, in managing projects and fielding queries.
• Develop and maintain step by step documentation of all processes, methodology and applied logic.
• Helping non-data oriented colleagues understand where analysis can help support their objectives.

The Ideal Candidate

You are a very experienced data analyst from a large company, e.g. financial services, government, public service, media/archives, telecommunications, who is used to solving complex data problems using millions of records.

Your best practice experience will include safely and robustly driving decisions, actions and strategy with your best practise data analysis from a variety of data sources, using SQL and other analytical tools. You will be competent in turning raw data and information into engaging and easily understood data visualisations and data insights, which drive the right action.

Your leading analysis methodology experience will mitigate risk of error and you will be very motivated to provide excellent step by step documentation on your methodology, analysis and other processes and applied logic.