

JOB PROFILE



Data — Analyst —

WOMEN4IT

DATA ANALYST

Job profile

Data Analyst interprets data and turns it into information which can offer ways to improve a business, thus affecting business decisions. Data Analyst gathers information from various sources and interpret patterns and trends.

LEVEL OF AUTONOMY

Data analysts typically work in an office environment or in the IT department of a company. They collaborate with IT staff, marketers, executives and salespeople, presenting results to internal clients such as business unit managers and/or the senior management team.

USE OF ICT

Data analysts work on a personal computer using various software as demanded by the situation and the current data, from common spreadsheet applications up to business intelligence and specialized data analytical tools. These tools are used to prepare reports in the form of visualizations such as graphs, charts, and dashboards.

MISSION

Data analysts import, inspect, clean, transform, validate, model, or interpret collections of data with regard to the business goals of the company.

TYPICAL WORK ACTIVITIES

- Analyse big data
- Apply statistical analysis techniques
- Collect ICT data
- Define data quality criteria
- Establish data processes
- Execute analytical mathematical calculations
- Handle data samples
- Integrate ICT data

- Interpret current data
- Perform data cleansing
- Perform data mining.

BEHAVIOURAL COMPETENCES

- Work independently
- Address problems critically
- Communicate effectively – verbal and written formats
- Employ a systematic approach
- Use creative means to mine data

ATTITUDES

- Focused on detail
- Innovative
- Analytical
- Results-oriented
- A problem-solver
- A team player

COMPETENCES

| FUNCTIONAL COMPETENCES | Mapping to DigComp 2.1 – competence and level | Mapping to e-CF – competence and level |
|--|---|---|
| 1 Gather internal and external knowledge and information needs | 1.2 Evaluating data, information and digital content L8 | |
| 2 Translate /reflect business behaviour into structured information | | D.10 Information and Knowledge Management e-5 |
| 3 Formalise customer requirements | | D.11 Needs Identification e-4 |
| 4 Ensure that IPR and privacy issues are respected | 4.2 Protecting personal data and privacy | |
| 5 Capture, storage, analyse, data sets, that are complex and large, not structured and in different formats | 1.2 Evaluating data, information and digital content L8 3.4 Programming L4 | D.10 Information and Knowledge Management e-5 E.1 Forecast Development e-4 |
| 6 Deliver visual presentation of data | 3.1 Developing digital content L7 | |
| 7 Report analysis results | | E.1 Forecast Development e-4 |
| 8 Use a variety of communication tools such as email, messaging, online meetings to communicate with colleagues, managers, clients and stakeholders. | 2.1 Interacting through digital technologies L7 2.2 Sharing through digital technologies L7 2.4 Collaborating through digital technologies L7 | |

The project Nr.2017-1-094 "YOUNG-ICT WOMEN: Innovative Solutions to increase the numbers of EU vulnerable girls and young women into the digital agenda" benefits from a 2.714.304 € grant from Iceland, Liechtenstein and Norway through the EEA and Norway Grants Fund for Youth Employment. The aim of the project is to increase the numbers of EU vulnerable girls and young women into the digital agenda.

Project implemented by:

