

Business Intelligence Analyst

Salary: (£41,000 - £43,000 per annum) depending on experience

Full time - 35 hours per week

Hybrid working – Home based/Princes Risborough

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo.

Job role overview

An exciting opportunity has arisen within our Corporate Services department for a Business Intelligence Analyst to join the team.

The successful candidate will become a key member of the Business Intelligence team who are striving for APM to be driven forward with business intelligence and looking to create exceptional value for our members and our customers. The Business Intelligence Analyst will effectively manage a variety of processes and tools that analyse business information from different sources and transform it into actionable insights that inform strategic and tactical decisions.

This role will involve analysing membership data, financial information, operational performance and industry trends to support strategic planning, identify opportunities, optimise operations, enhance customer satisfaction, and gain competitive advantage, while supporting an organisation-wide adherence to data governance.

We're looking for someone who is a natural analytical thinker, is self-motivated and pro-active, has great attention to detail, is customer focussed and enjoys working in a collaborative environment. We'd love to hear from you if you feel you have the necessary skills and experience to support APM in becoming a data-driven company.

Qualifications

- Educated to degree level

Experience

- Excellent data and analysis skills
- Evidence of turning analytical data into useful insights
- Evidence of building effective relationships both internally and with suppliers
- Experience of producing reports and building dashboards displaying data and information.

Skills

- Strong analytical ability
- Well-developed presentation skills
- Excellent communication skills – written and verbal
- Excellent organisational skills.
- Ability to create simple messages out of complex data
- Effective PC skills including Outlook, Word, Excel, PowerPoint, MS Teams

Why APM?

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

If you're interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible.

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases after four years' service.
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- Employee Assistance Programme.
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.