



Title: Data Analyst
Grade: Level D
Department: Business Process Improvement and IT
Reporting to: Data Team Manager, BPI & IT Department
Location: Enterprise Ireland offices at East Point Dublin, Shannon & Galway
Job Reference: EI.145.24E

Applicants must have the legal right to live and work and be available to work in the location.

Role Purpose

The Business Process Improvement & Information Technology Department (BPI & IT) at Enterprise Ireland is seeking a Data Analyst to join us on our transformation journey. We oversee a diverse portfolio of information systems, databases, websites, online client services, and a global network and communications infrastructure. Our team collaborates across the organization to develop and procure processes and technology that support our operational and strategic needs while safeguarding organisational and client data.

This transformational journey includes an overhaul of our target operating model, a redesign of our technical architecture and a strategic reconfiguration of our software platform landscape to meet future business objectives. A significant part of this journey will involve transitioning to a new CRM and Enterprise Data Management solution.

Enterprise Ireland's existing data infrastructure primarily consists of MS SQL Server Databases (On Premises and Cloud), Power BI Report Server (On-Premises), bespoke in-house developed CRM, Sales Force CRM for our overseas office network, Oracle Fusion Financials, Office 365 (E5 license) and SharePoint document libraries.

In this role, you will play a pivotal role in enabling stakeholders to derive substantial value from our data assets, transforming them into actionable insights that drive strategic decisions and operational improvements. Leveraging our existing data environments—including relational and data warehouse databases, SSIS, SQL Agent Jobs, SQL Server Analytical Tabular model, and Power BI on-premise reports/dashboards, you will also be instrumental in the strategic design, implementation, and maintenance of our planned Enterprise Data Management solution, supporting our transformative journey towards our future data environments.

This will involve: -

- working closely with internal business teams and diverse data sets, including financial transactions, economic indicators, sales, employment, expenditure, investment datasets, and customer survey responses.
- identifying creative and strategic opportunities.
- assessing and improving reporting policies and corporate governance processes.
- delivering exceptional experiences on high-profile projects.
- building and developing relationships and acting as a key player in our data-driven initiatives.

Key Responsibilities:

These responsibilities require a blend of technical expertise, strategic thinking, and effective communication skills, as the role of the Data Analyst will play a pivotal role in empowering stakeholders through data-driven insights.

Data Analysis

- Craft and execute complex queries on data repositories to address both ad hoc and in-depth data analysis requests, delivering valuable insights to the organization.
- Apply statistical methods and data analysis techniques to uncover patterns, trends, and insights.
- Conduct exploratory data analysis (EDA) to understand the data and identify key variables.

Database Management

- Design, implement, manage and optimize data architectures such as relational Databases and Data Warehouse Star Schemas, to enhance data storage, retrieval, and analysis capabilities.

Data Visualisation

- Design, implement and manage the Analytical hosting environment.
- Design, implement and manage Data Model reporting schemas.
- Create and manage rich interactive visualisations through data interpretation that provide insightful and actionable analytics, enabling stakeholders to make informed business decisions.

Data Governance & Compliance

- Collaborate with security teams to adapt, manage, enhance, and enforce data governance policies, ensuring high standards of data access control and data privacy.
- Ensure compliance with data privacy and security regulations.

Data Collection and Preparation

- Assist in the design, implementation and management of data pipelines and workflows to efficiently assemble large, complex data sets from multiple sources in various formats.
- Assist in ensuring data quality and integrity by implementing rigorous profiling, cleansing, augmentation, and transformation of data for analysis maintaining high standards of accuracy and reliability.

Collaboration

- Engage with cross-functional teams to identify opportunities for leveraging data insights to drive and inform policy, operational, and business decisions.
- Engage with the transformational team to integrate new technologies and data management practices into existing infrastructure.

Training and Support

- Train and mentor stakeholders to enhance their understanding of and leverage data analytics methods and tools.
- Provide technical expertise and support to end-users, resolving data and analytics issues promptly and effectively.
- Document all data processes and procedures, contributing to the knowledge base and ensuring compliance with regulatory requirements.

Functional Competencies:

These competencies enable the Data Analyst to contribute to data-driven strategies, enhance operational efficiency, and support the organization's goals.

Experience and Education

- Substantial professional experience in data analysis or a closely related field is required.
- Bachelor's degree in data science, computer science, statistics, or a related field is advantageous.

Technical skills in: -

- **Data Modelling:** Basic/Intermediate expertise in data modelling for efficient storage and retrieval is **essential**. Familiarity with Power BI schemas is highly desirable.
- **Data Visualization:** Intermediate/advanced expertise in data visualization tools like Power BI or Tableau or similar is **essential**. Experience with cloud-based variants of visualisation tools is highly desirable.
- **SQL Programming:** Intermediate/advanced skills in SQL for database programming and querying is **essential**.
- **Statistical Programming:** Intermediate knowledge of statistical programming languages such as Python, R, or DAX or similar for data analysis is **essential**.
- **Advanced Excel:** Intermediate/advanced expertise in Excel functionalities, including Power Query and Power Pivot, is **essential**. In-depth knowledge of data analysis functions within Excel is highly desirable.
- **Data Warehousing:** Intermediate/advanced expertise in data warehousing design principles, including star schema models, **is essential**. Familiarity with modern data warehousing solutions such as Azure Synapse Analytics, Fabric, Databricks and Snowflake is highly desirable.
- **Data Pipelines and ELT/ETL Processes:** Basic/Intermediate expertise in the design and management of data pipelines and ELT/ETL processes is required. Experience with tools like SSIS and Azure Data Factory or similar is highly desirable.

- **Database Design and Management:** Intermediate understanding of relational database design principles is required. Proficiency in MS SQL Server and Azure SQL Database is highly desirable.
- **CI/CD tools:** Basic experience of Azure Devops /GIT or similar is required.
- **Cloud Based CRM** – Basic/Intermediate experience with a leading cloud-based CRM systems such as MS Dynamics, Salesforce, Zoho, Hubspot, Zendesk, Oracle Netsuite or similar is highly desirable.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€50,501 to €72,534 per annum contributory superannuation Rising to €74,277 by long service increments.

€48,244 to €69,014 per annum non-contributory superannuation Rising to €70,670 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. **

Application and Selection Process

The selection process may include shortlisting of candidates. The selection criteria will be based on the functional competency requirements listed as essential of the position. It is therefore important that you demonstrate a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages – see template provided) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.145.24E** to luke.mountford@cpl.ie to be received on or before Monday 13th January 2025. All correspondence will be acknowledged in writing by Cpl.

**ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON TUESDAY 10TH
DECEMBER 2024**

Enterprise Ireland is an equal opportunities employer

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