Job Description

Job Title: Data & Digital Technician

Team: Data & Digital

Reports to: Lead Data Scientist

Date: June 2024

Purpose of Job

As a Data & Digital Technician you will work within the Data & Digital Team, where you will leverage data science, data analytics and automation tools, to identify, design, implement and test innovative digital solutions with the aim of streamlining processes and driving efficiency within the firm.

Main Activities

- Assist in the identification of business processes suitable for automation
- Work with internal stakeholders to document and map the current 'As Is' business process
- Work with internal stakeholders and subject matter experts to document the improved 'To Be' business process ready for automation
- Implement & test automations using tools from UiPath and the Microsoft Power platform
- Monitor and maintain existing / recently deployed automations
- Work with stakeholders and subject matter experts to assist in identifying business problems and defining the business goal of any data projects
- Assist in the preparation of data, including collection, cleaning, integration and normalisation of the data
- Perform Exploratory Data Analysis (EDA) to better understand the data, the patterns within it and the relationship between variables
- Assist in creating and evaluating models and interpreting the results
- Communicate and present the results to different stakeholders within the firm
- Produce clear documentation for any developed solution
- Providing support and further development to existing projects and automations

Knowledge / Skills / Experience

Essential

- Excellent problem-solving skills with a methodical and logical approach
- Professionalism with a keen eye for detail
- Exceptional written and verbal communication skills
- An understanding of the ethical issues around gathering and working with data
- Strong mathematical ability
- Educated to degree level in a data science / computing discipline

Desirable but not essential

- Experience with Power BI / Power Apps / Power Automate
- Additional programming knowledge and experience in e.g. Java, C++ or .NET
- Experience of pandas, machine learning & AI, data visualisation and the M365 stack
- Experience working with Windows, Linux and Docker
- Experience with UIPath for automation
- Knowledge of statistics and probability
- Proficiency in a programming language e.g. Python or R
- Web development knowledge of JavaScript / HTML / CSS
- Knowledge of SQL

Trust   **Teamwork**   **Responsibility**   **Care**

Our Values & Behaviours

Trust

We trust each other to do the right thing

- Respect and treat each other fairly
- Be honest, open and transparent
- Be yourself and empower others to do what they do well
- Value and recognise each other

Teamwork

We are one team and work selflessly for each other

- Be aware of your impact on others
- Be clear about what you expect from others
- Plan, organise and prioritise your time
- Coach others to be their best
- Support and delegate to others
- Work hard for the collective, not for individual gain

Responsibility

We are self-starters and take responsibility for how we work together and communicate

- Be positive and enthusiastic
- Communicate – listen, ask questions and share knowledge
- Embrace feedback
- Challenge ourselves and others to deliver success
- Have great conversations, including the difficult ones

Care

We care about our people, clients and community

- Help and look out for each other
- Understand, support and learn from each other
- Be proactive and make a difference
- Be kind to yourself and others

Additional notes or information:

The duties and responsibilities in this job description are not exhaustive.