



**JOB DESCRIPTION:** DEVELOPMENT DATA REPORTING ANALYST

**LOCATION:** DUBLIN/HYBRID WORKING

**CONTRACT:** FULL TIME- PERMANENT

**RESPONSIBLE TO:** NEW BUSINESS & PROPERTY DEVELOPMENT MANAGER

**SALARY SCALE:** €47,700 - €62,000

**JOB SUMMARY:**

The Development team in Tuath Housing are tasked with the sourcing and delivery of new housing opportunities, building and maintaining relationships with key stakeholders and developing innovative proposals for delivery of new housing stock.

This role provides the right candidate the opportunity to work on a growing team with ambitious delivery in collaboration with key internal business divisions and external stakeholders. You will support the team by updating and maintaining a centralised data resource, preparation of dashboards and monthly updating of all relevant data/information for analytical and reporting requirements. Liaise with Finance and all other Operational Departments to provide relevant data to facilitate smooth handover process on completed projects.

**KEY RESPONSIBILITIES:**

**New Business**

1. Design and implement solutions for intake of data from both internal and external sources, as well as ensure data is verified and quality is checked.
2. Create, refine, and automate reporting tools / models / dashboards that provide analysis and insight into KPIs, thus enabling timely, accurate, and fact-based decisions
3. Support Manager of New Business and Development in KPI management with monthly reviews, analysis, and maintenance of KPIs/dashboards in order to deliver precise data to Director of New Business and Development for further presentation to Senior Management Team

4. Maintain full suite of KPIs within business functions and reporting requirements
5. Ensure timely updating of central data resource
6. Work with internal departments to develop and refine reporting and analytical requirements.
7. Provide all relevant data to both Finance and other Operational Departments to assist smooth handover of all completed projects.
8. Actively supporting Data Management initiatives within the organization

### **Programme Delivery and Support**

1. To assist in the provision and analysis of accurate data within agreed timescales in order to progress the Development Programme for Tuath Housing, under the direction of the New Business Development Manager. This includes the provision of monthly dashboards and performance data specific to the Development Team to aid business decision making.
2. To assist in the information flow of data both internally to other departments and externally to Local Authorities, the DHPLG, Housing Agency, Consultants etc.
3. To present all relevant data in a timely manner to SMT if required and prepare power point presentation as required for both internal and external use.

### **Budgetary Monitoring & Control**

1. To regularly review and present data which reflects budget v actual performance and track set KPIs and present results in required format.
2. To liaise as appropriate with Tuath's Finance department in relation to Development.

### **General**

1. To contribute to the effective delivery of a quality service through the formulation, review and proper implementation of policies and procedures.
2. Help maintain and present an efficient Development Team data resource at all times in support of both the Development Director & the Development Manager.
3. Be proficient in IT skills to assist with the efficient monitoring and delivery of the Development Team Data.
4. To participate on forums/working groups/committees as required.
5. To conduct all activities in a manner which is safe to yourself and others.
6. To be aware and act in accordance with Tuath's Health and Safety Policy.
7. Complete reports / submissions for Tuath's Board meetings.
8. To undertake any training courses deemed necessary for your role.
9. To undertake any other duties as required.

**This job description is not definitive or restrictive and will be subject to periodic review in the light of developments**