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WE NEED YOU

WE'RE LOOKING FOR

PERFORMANCE & PLANNING EXECUTIVE

LOCATION:

Hybrid: Hertford Office / Home

WORKING HOURS:

Monday – Friday 37.5 hours per week

SALARY

£25,000 - £35,000 per annum FTC

OTHER BENEFITS:

Accelerator Bonus, Life Assurance, Rewards Hub Discounts, Aviva Pension, Samsung/HP Discounts, Company Sick Pay.

CONTACT TYPE:

Fixed Term Contract – 12months

REPORTING IN TO:

Commercial Manager

Central Support
**PERFORMANCE
AND PLANNING
EXECUTIVE**

WE'RE LOOKING FOR A COLLABORATIVE DATA ANALYST

We are in search of a Performance and Planning Executive who will play a pivotal role in our team. You'll be key in analysing various data sets to showcase return on investment, refining existing reporting tools within the department, collaborating with the client service team to devise optimal methods for measuring and presenting performance levels and ROI.

The role also involves ensuring adherence to governance processes, guaranteeing data compliance and accessibility. The ideal candidate possesses a keen eye for detail, follows instructions diligently, demonstrates initiative in meeting key targets, and thrives in collaborative environments.

This position offers a growth opportunity for individuals early in their careers, with comprehensive training provided, or for seasoned professionals seeking a fresh challenge.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

DATA MANAGEMENT & ANALYTICS

- Carry out analysis across a range of data sources to provide actionable insight for the client service team and client stakeholders.
- Produce weekly/monthly/quarterly client performance reports, business reviews and analysis of impact / risks / opportunities across all teams.
- Understand the market, trends, competitor ranges and initiatives from market research and commercial analytics.

DASHBOARD DEVELOPMENT

- Design and develop interactive dashboards using tools such as Power BI, or similar platforms, transforming raw data into visually appealing and intuitive dashboards that enable users to make informed decisions.
- Visualise and communicate data in clear, concise manner suitable for the target audience

GOVERNANCE & CONTRACT ADMINISTRATION

- Regular and accurate administration and archiving of contractual governance documentation.
- Accurate and timely updating of Governance and Compliance tracking documents.
- Provide support in the administration of contracts, ensuring high attention to detail when tracking and maintaining data to uphold compliance and facilitate smooth operations.

Central Support
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RELATIONSHIPS MANAGEMENT

- Foster strong relationships with internal departments and the Client Service Team to uphold contractual compliance, governance structure, and effective risk management, facilitating action planning to accelerate performance and address underperformance when necessary to communicate outputs from data analysis, supporting teams in delivering their objectives

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You're personable with effective communication with the ability to collaborate with individuals at all levels.
- You're able to build and sustain relationships across the board.
- You're an excel whizz – intermediate level with experience using SQL Server and Power Query preferred
- You're able to work in a dynamic environment
- You're all about the details, reliably executing tasks according to instructions
- You're excited about learning and always looking to develop your existing skillset
- You're commercial aware and a critical thinker.
- You're written and verbal communication skills are a high standard

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

