JOB DESCRIPTION

Data Analyst (Fixed Term)

**SITE: Odyssey Trust Company part of the Odyssey Group**

**LOCATION: Queen’s Quay, Belfast, BT3 9QQ**

**RESPONSIBLE TO: Senior Systems & Business Analyst**

**TERMS: 37.5 hours per week – Fixed Term - Two Year Contract**

**(with the potential to extend) part-time hours may be considered.**

**Flexibility is required due to the nature of the role.**

**DATE: October 2025**

**INTERVIEW DATE: Interviews will be held week commencing 27.10.2025**

**Interview process will comprise of a Competency Assessment and Competency Based Questions.**

**OVERALL PURPOSE OF THE JOB:**

As a key member of the finance team, the Data Analyst will drive the strategic use of data across the Odyssey Group. This role supports innovative solutions to enable the Trust’s objectives in a dynamic and evolving environment. The post holder will contribute to projects that define how data is collected, managed, and utilized, ensuring the Trust is ready to meet future challenges.

The Odyssey Trust group of companies is committed to the core ideology of BEET, Best Experience Every Time for customers, colleagues and stakeholders. These principles will be developed with all to support outstanding customer service. All colleagues are expected to commit to the core values shown below:

|  |  |  |
| --- | --- | --- |
| **Core Value** | **Our Behaviour** | **What it means for our Customers** |
| **Positivity** | Smile, can do, have fun | We will always be helpful, welcoming & enthusiastic |
| **Integrity** | Deliver on our promises | We will be trustworthy & respectful |
| **Commitment** | Go above & beyond  | We will go the extra mile |
| **Innovation** | Find new ways to be better | We will always learn & improve |
| **Teamwork** | Together we achieve more | We will work together to put you first |

**MAIN DUTIES**

* Document and map business processes and data flows across the Odyssey Group.
* Automate business processes using Microsoft Power Apps and roll out solutions across all business units.
* Collect, maintain, cleanse, and analyse data from multiple sources, ensuring accuracy and integrity.
* Develop, maintain, and enhance dashboards in Power BI for business activities, including car park operations, ticketing systems (SSE Arena & W5), and other key areas.
* Integrate data from legacy systems into current dashboards, including ticketing, booking, and education statistics.
* Develop and maintain dashboards for corporate bookings, postcode analysis, and Belfast Giants attendances/season ticket holders.
* Link food and beverage systems to analytical reporting tools.
* Explore and implement connections between ticketing and CRM systems.
* Manage and manipulate data from a range of sitewide systems, reorganising and linking datasets to support decision-making.
* Present data insights and recommendations to support decisions on ticket pricing, marketing strategy, sponsorship contracts, and supplier value analysis.
* Review and enhance Odyssey reports and KPI dashboards to ensure actionable, high-quality data.
* Communicate effectively with stakeholders, providing clear analysis and recommendations.
* Any other duties as requested by your Line Manager.

All OTC staff are expected to:

* Maintain excellent working relationships with other staff and volunteers.
* Ensure the delivery of BEET to all our customers and be committed to the Odyssey ethos and objectives.
* Be committed to and work in accordance with our Safeguarding, Health & Safety, Equality and other established policies and procedures.
* Be flexible undertake such other duties that may be required including occasionally working evenings, weekends and public holidays, if required.

**SELECTION CRITERIA**

## Essential Criteria

* Degree in Business Analytics, Computer Science, Data Science or a related field **plus**

a minimum of 1 year’s demonstrable experience in data analysis within an organisation, especially in a complex and busy environment.

Or

* A minimum of 3 years’ experience working as a Data Analyst within an organisation, especially in a complex and busy environment

Plus

* Advanced proficiency in Power BI for dashboard development, maintenance and enhancement, including extracting, analysing, and visualising data.
* Proficient in Office 365, SharePoint, Dynamics and general IT systems.
* Ability to manage competing deadlines with attention to detail and high accuracy.
* Strong communication, problem solving and teamwork skills.

## Desirable Criteria

* Proficient in Python and cloud azure technologies.
* Experience with SQL databases and familiarity with CRM systems and ticketing platforms
* Demonstrated understanding and experience in implementing data governance best practices, including data security, privacy and data quality frameworks.

***Salary***

Circa £35,000 - £38,0000 per annum, dependent on qualifications and experience.

**COMPANY BENEFITS**

The Odyssey Group has a range of benefits which it offers to full and part time staff:

* Free car parking.
* 33% Discount in the W5 cafe, including coffee and 10% discount in the W5 shop.
* Complimentary tickets to Belfast Giants and friends and family access to W5.
* Holidays commence at 31 days per year rising to 34 [prorata for part time staff.]
* Company paid social events.
* Contributory pension scheme, life assurance and paid sickness benefit.
* A comprehensive health cash plan plus Winter Flu Vaccination Scheme.