<u>Job Description – Data Scientist/Data Analyst</u>

Organisation
Founded in 1994, LEASE's mission is to empower leaseholders and park home owners through initial advice and information to engage more confidently with third parties like freeholders and site owners. LEASE is funded solely through grant from the Ministry for Housing, Communities and Local Government and the Welsh Government.

For more information, please visit www.lease-advice.org

Position:
LEASE's Data Scientist will be grow LEAE's recently launched Project Open Door ; and reporting to the Chief Of Operations will develop and implement the data science strategy as well as other tasks to improve how we collect, use and share data.

<u>Main purpose</u>

1. Your job is to use data to find patterns and help solve (in innovative and imaginative ways) the problems faced by our organisation

2. You'll extract, analyse and interpret large amounts of data from a range of sources, using algorithmic, data mining, artificial intelligence, machine learning and statistical tools, in order to make it accessible to the organisation. You will then present your results using clear and engaging language.

3. You will be a person with the right combination of technical, analytical and communication skills.

<u>Responsibilities</u>

As our data scientist, you'll need to:

1. Work closely with colleagues to identify issues and use data to propose solutions for effective decision making
2. Build algorithms and design experiments to merge, manage, interrogate and extract data to supply tailored reports to colleagues, and the wider stakeholder group
3. Use machine learning tools and statistical techniques to produce solutions to problems
4. Test data mining models to select the most appropriate ones for use on a project
5. Maintain clear and coherent communication, both verbal and written, to understand data needs and report results
6. Create clear reports that tell compelling stories about how our clients work with us
7. Assess the effectiveness of data sources and data-gathering techniques and improve data collection methods
8. Horizon scan to stay up to date with the latest technology, techniques and methods
9. Conduct research from which you'll develop prototypes and proof of concepts
10. Look for opportunities to use insights/datasets/code/models across other functions in the organisation, such as Marketing/Communications
11. Stay curious and enthusiastic about using algorithms to solve problems and enthuse others to see the benefit of your work.
12. Have responsibility for the organisation's data science strategy
13. Establish new systems and processes and look for opportunities to improve the flow of data
14. Evaluate new and emerging technologies
15. Represent the company at meetings especially with our sponsoring Ministry

<u>Qualifications</u>
1. You'll probably hold a degree in a computer science, mathematical or science-based subject. The following degree subjects may also be particularly useful:

- computer science
- data science/computer and data science

- mathematics and operational research
- statistics

2. You'll be expected to know some programming languages such as R, Python, C or Java and have strong database design and coding skills.

Essential Criteria

You'll need to have:

1. Excellent analytical and problem-solving skills
2. Experience in database interrogation and analysis tools, such as Hadoop, SQL and SAS
3. Exceptional communication and presentation skills in order to explain your work to people who do not understand the mechanics behind data analysis
4. Effective listening skills in order to understand the requirements of the organisation
5. Drive and the resilience to try new ideas if the first one doesn't work - you'll be expected to work with minimal supervision, so it's important that you're able to motivate yourself
6. Planning, time management and organisational skills
7. The ability to deliver under pressure and to tight deadlines
8. Exemplary attention to detail
9. Teamworking skills and a collaborative approach to sharing ideas and finding solutions.
10. A relevant degree
11. Excellent inter-personal skills with the ability to communicate complex issues accurately and succinctly.
12. Evidence of the ability to meet daily KPIs.
13. Evidence of an ability to work within a demanding and pressurised environment.
14. Ability and commitment to work in an open and publicly accountable manner as set out in the code of conduct.
15. Ability to prioritise own workload to ensure delivery of KPIs.
16. Evidence of commitment to team work and to appreciate organisational values.

Desirable criteria

1. Previous experience in a telephone or advisory environment
2. Knowledge of property policy, including leasehold and park homes

To apply please send a covering letter (no more than two sides of A4) to Nicolette Davis – nicolettedavis@lease-advice.org explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role and its responsibilities, with particular reference to the criteria set out in the job description. Please note that the statement of suitability is an important part of your application and is as much the means by which you will be assessed as your CV.

All questions regarding the role and the general terms and conditions should be directed to Anthony Essien – anthonyessien@lease-advice.org

Main Terms of Appointment

Appointment title: Data Scientist/ Data Analyst

Location: Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

Remuneration: £46,000 per annum

LEASE reserves the right to not make an appointment.

The closing date for applications is: 16th August at 23.59

What happens next?

Applications will be considered by a panel that will draw up a shortlist of candidates. Interview dates are to be confirmed.

If at any stage you would like information on the progress of your application, please email: nicolettedavis@lease-advice.org or phone (020) 7832 2504.

Should you have a complaint about the way your application is handled please email: nicolettedavis@lease-advice.org or phone (020) 7832 2504.

Nationality statement

Candidates will be subject to UK immigration requirements