

Data Administrator:

The Data Administrator will undertake a wide range of support functions across the business, particularly providing administrative support to the Market Performance and Operations team at MOSL.

Scope of job

This role works with several internal and external stakeholders: managers, members and regulatory bodies.

Key responsibilities:

- ◆ Support Market Assurance activities across multiple functions including Market Performance and Market Audit
- ◆ Develop and ensure a high level of accuracy when populating the database capturing key points of the COVID Assurance Statements enabling easy inclusion into the Market Hub
- ◆ Develop and ensure a high level of accuracy when populating the database to support the Re assurance process ensuring it aligns with internal systems and processes
- ◆ Accountable for carry out online verification of data, capturing, storing and sharing data in a way which makes it easy for other to understand and interpret in a timely manner
- ◆ Identify areas of risk through analysis of available data and recommend remedial action
- ◆ Deal with ad hoc requests from internal and external stakeholders
- ◆ Actively engage with trading parties to gather information to support the Market Assurance and Covid Assurance Statements
- ◆ Opportunity to extend responsibilities to include wider Market Performance Database Maintenance/Management

Requirements:

Personal profile

No direct experience or qualifications are required; however, it is essential that the right candidate have:

- ◆ Good computer skills
- ◆ Excellent attention to detail
- ◆ Good communications skills

- ◆ The ability to multi-task and manage priorities
- ◆ Initiative and the ability to work well independently as well as in a team
- ◆ Keen to understand patterns in data,
- ◆ Keen to develop some knowledge of data analysis techniques
- ◆ Comfortable in the use numeracy, and spreadsheets
- ◆ Naturally inquisitive with ability to take detailed information and link to key market outcomes to provide meaningful insight
- ◆ The desire to succeed and accomplish the goal, driven by the need of continual improvement and high personal standards

Interests

A strong applicant could have a hobby which requires attention to detail such as

- ◆ Building a PC
- ◆ Writing an App
- ◆ Solving mathematical puzzles
- ◆ Restoring/building a car or bike

Please note that at the current time this role will be home working, however equipment (laptop and phone) will be provided.

MOSL's Commitment

MOSL will provide the candidate with:

- ◆ A full induction to MOSL
- ◆ Online training tools required to carry out their placement
- ◆ A dedicated MOSL mentor during their placement with monthly 1-2-1 meetings
- ◆ Employability skills support (for example interview skills, CV writing skills)
- ◆ An Insights Discovery Profile – providing the candidate with their behavioural preferences and a useful tool to support them with their career development