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| **Role title:** | Data Preparation Analyst | **Responsible to:** | Senior Data Curation and Preparation Team Leader |
| **Division:** | Commercial Services | **Department:** | Product & Pricing |
| **Direct Reports and Level:** | N/A | **Scope:** | Global – all products, all territories |
| **Scale:** | N/A |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Member Risk and Exposure |

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| **Overall Role Purpose** |
| The Data Preparation Analyst will be a technical analyst responsible for the provision of management information, based on membership, claim, non-claim and financial information. |

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| **Accountabilities (RACI)** | **Measures of Success/KPIs** |
| **Strategic Leadership**   * Provide support and training to pricing analysts and others in the team regarding how the data and MI systems are architected and maintained | * Corporate Strategic priorities Vs plan * Stakeholder feedback |
| **Financial**   * Help support delivery of MPS long term plan and in year budgets by ensuring MI and BI systems are maintained and up to date. * Assist the Senior Data Preparation Analyst in controlling, translating, disseminating and quality assurance of all Product and Pricing, Reserving and Capital and Underwriting data and business information within MPS to help manage member fund | * Member numbers Vs plan (retention, acquisition and win-back activity) * Income Vs plan (retention, acquisition and win-back activity) * MPS Combined Operating Ratios |
| **Member**   * Provide robust and reliable data to Product and Pricing, Reserving and Capital and Underwriting to describe how members interact with MPS, eg. Conversion, retention, contribution etc. | * Net Promoter Score * Member Satisfaction Survey |
| **People**   * Provide technical guidance across Commercial Services in all areas of Data and MI, particularly how to best utilise MPS data | * Stakeholder feedback * Evidence of upskilling within the division |
| **Risk**   * Ensure that data provision is cognisant of the risks involved in data processing, including but not limited to, adherence to GDPR and other relevant compliance requirements * Work within relevant business processes and controls helping to manage the division within risk appetite; comply with policies and regulatory requirements | * Risk & Control Self- Assessments Audit Actions |

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| **Responsibilities (RACI)** |
| * Assist the Senior Data Preparation Analyst with the maintenance and development of Product and Pricing, Reserving and Capital and Underwriting databases and subsidiary analytical systems (including BI tools) * Assist in the design, build and maintenance of the analysis systems used to support pricing and underwriting projects (triangles, subscriptions determination responses for UK GPs, consultants, Irish GPs and consultants and South Africa medical members). Integrate these into existing databases. * Continually look to improve the way that MPS understands its business from the data that it holds. * Prepare reporting relating to subscription rates and grades as required for Management Information and Marketing purposes * Assist the Data Scientists with the maintenance and development of MPS’s data science models, including maintaining governance around use and application of the models across the business * Provide responses to requests for ad hoc data requests. * Be responsible for liaising with IT and other end user departments to ensure that software is up to date and deployed correctly including dealing with all day-to-day Grimm implementation requirements * Assist with projects as identified by the Pricing Consultant and agreed by the Head of Product and Pricing making sure projects go as planned, answering any queries relating to progress and attending meetings. * Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * None although may attend governance committees such as PPUC (Product, Pricing and Underwriting Committee), pricing sub-committees or data forums as required |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Numerical degree or 1+ years’ experience managing complex data sets and databases | * Keen analytical, project management and problem-solving skills * Pragmatic business sense including understanding of finance, accounting, economics * Solid communication skills (oral and written) * Strong computer skills | * Some experience in database usage |
| **Desirable** | * Data science or data governance background * Knowledge of financial services database techniques * Knowledge of clinical negligence indemnity |  | * Experience in SQL * Experience of working in regulated environment * Understanding of operating within a GDPR governed environment |