

**GOODWOOD**

**The Role**

**The Data Analyst** will be part of **the Data & Insights Team** reporting to the **Head of Data & Insights.**

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

Working closely with the Head of Data & Insights and the Director of Finance for the Entertaining & Hospitality businesses, to provide analytical support, relating to customer trading interaction. Extract, manipulate and analyse data to improve the reporting and forecasting function across the Entertaining & Hospitality businesses to ensure both current position and opportunities to grow are fully understood.

The key elements of the role include demonstrating the best commercial practice around each business, playing the lead role in all revenue forecasting logic, reporting across all the Entertaining & businesses on performance against the KPIs in each area, ensuring that all controls and procedures are in place to ensure the accuracy of the information being communicated and to develop a strong working relationship with the key stakeholders across the business. Liaising with our external data agency to ensure the customer warehouse is kept up to date with the latest information.

**Key responsibilities**

* Extract, manipulate and analyse data to provide critical management information to enable decision making on the key questions facing the business
* Design, delivery and improvement of a timely and accurate suite of business reports. This will include daily revenue, weekly revenue and reporting of all KPI’s in a consistently formatted and visual manner
* Proactively provide analytical expertise and actionable insights that identify and maximize business opportunities
* Constantly review data, flag concerns, highlight opportunities and influence line managers and Director of Finance as appropriate
* Drive organisational awareness of business intelligence (BI) capacity and ensure culture of the business adapts accordingly
* A clear and concise commentary on the performance of the business with succinct analysis of all variances to enhance the behaviours of the decision makers within each business
* Development of a clear and rational decision-making process that is easily understood by all stakeholders and supported by solid financial logic which is able to generate high level summaries from large data sets
* Be a key point of contact for any issues across the Entertaining & Hospitality division that will impact the forecast in that business and ensure that all possible options have been explored
* Work closely with the sales team across each area to ensure they have the information required that allows the best decision to be made and help identify the key drivers behind sales patterns
* Develop and maintain well-formed working relationships with business managers that are upheld by consistent communication and result in an in-depth knowledge of each business
* Play a key role in developing the systems and processes within the Entertaining & Hospitality and wider Estate businesses, creating improved efficiencies and reporting
* Understand the hierarchy of operational systems used to produce the daily KPI dashboards (Protel, Delphi, Talent, GP etc)

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Proven experience in Business Analytics – Preferably in the Hotel/Meetings and Events sector
* Experience using Business Intelligence (BI) tools (Power BI or similar)
* Strong commercial awareness
* Experience in presenting analytics driven output to wide ranging audiences
* Stakeholder engagement and management experience
* The ability to communicate and influence at all levels
* Desirable – previous financial experience