

## ROLE PROFILE

|                              |   |                   |                              |
|------------------------------|---|-------------------|------------------------------|
| <b>Role Title</b>            | <b>Data Transformation &amp; Reporting Manager (9-month contract)</b> | <b>Location</b>   | <b>London</b>                |
| <b>Business Unit</b>         | <b>BI &amp; Insight</b>   | <b>Job Family</b> | <b>BI &amp; Insight</b>      |
| <b>Reports to Role Title</b> | <b>Business Intelligence Developer</b>                                | <b>Sub Family</b> | <b>Business Intelligence</b> |

### PURPOSE

We have an exciting opportunity for a bright, energetic, driven person to join our Business Intelligence team for a 7-10 months fixed-term contract. Data is the driving force of every business and turning that data into insightful, business changing information is applicable to every industry sector and offers the opportunity for constant learning and development.

Matthew Clark Bibendum is the leading distributor of drinks to the GB On-Trade. As part of the C&C Group of companies, we are home to some of the best-known domestic brands in drinks, from Tennent's and Bulmers to Menabrea, Heverlee, and Orchard Pig.

At C&C we pride ourselves on not only being at the forefront of drinks industry research, but also constantly innovating and finding better ways to reach and understand both our customers and consumers. As well as selling our owned-IP, we are also home to thousands of products from around the world. We have over 200 years of experience working with the very best drinks producers; placing their products in retailers and at major events throughout the UK. We are uniquely positioned to connect drink suppliers and customers, and we aim to be thought leaders in our field by providing innovation, insight, and knowledge.

We are migrating and upgrading our core on-trade JD Edwards ERP system and as the Data Transformation & Reporting Manager you will assist with this task, working with senior stakeholders across the business in addition to external consultants to make the transition as smooth as possible. You will liaise with the project team to determine data sets to migrate and how they are to be transformed, work with the C&C group to develop reports, provide training and develop procedures and policies for on-going use.

### CORE ACCOUNTABILITIES

- Determine with external contractor the data sets required to be migrated to the new system
- Work with the project team to determine what data is available and appropriate to populate the identified data sets
- Investigate and develop sources and processes to extract data from the current system
- Manage the storage and security of the extracted data
- Transform the extracted data in line with the business requirements identified
- Develop and publish a method of data management and validation of the data sets
- Determine current reporting requirements across the group
- Ensure all required data is available to BI tools at go-live
- Create plans and processes for cube and report development from underlying data sources
- Develop maintenance and accuracy procedures and policies for on-going use
- Regular contact with stakeholders to ensure necessary requirements and expectations are being met

### CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE

#### INTERNAL:

Senior stakeholders, managers and teams across all departments within the business  
 Current system data owner's IT team  
 C&C core users of various functions

#### EXTERNAL:

ERP Consultants  
 3<sup>rd</sup> party business/data owners

### KNOWLEDGE/ EXPERIENCE/ SKILLS

#### ESSENTIAL:

- Experience in a business facing role, working across all levels including senior managers
- Strong experience working with data either as an analyst, data manager or equivalent
- Experience with building reports, implementing quality control checks and processes
- Strong experience of SQL and Excel (Pivot Tables, VLookups and similar)
- Understanding and experience of table structures and ETL techniques
- Work on an ERP based project (JDE or similar)

#### PREFERRED:

- Prior JDE experience, including at the database/table level, would be of real value

- Experience working with Microsoft Power BI
- Knowledge of Visual Studio Azure DevOps
- Knowledge of the Microsoft BI Stack
- Knowledge of business and technology with a working understanding of data warehousing

### PROFESSIONAL QUALIFICATIONS & EDUCATION

**ESSENTIAL:** N/A

**PREFERRED:** Educated to degree level (preferably in a numerical/logical field)

### TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES

- Capable of hearing commercial/operational requirements and then converting to data requirements
- Highly numerate with strong financial acuity
- Strong time management skills including delivering projects to tight deadlines
- Hands-on experience with data and business requirement gathering and analysis
- Calm and pragmatic approach to business problem solving
- Fluency in English (verbal and written) is essential
- Ability to work in a team and to work well under pressure in a varied and fast-paced environment
- Strong attention to detail and self-checking of results
- Ability to notice variations and abnormalities when something does not look right
- Effective communicator, in explaining work, teaching skills and presenting findings to colleagues, customers and suppliers

### BUSINESS SPECIFIC REQUIREMENTS (OPTIONAL SECTION)

#### OPERATING ENVIRONMENT & CONTEXT:

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#### TRAVEL & OTHER REQUIREMENTS

*Some travel may be required within the UK to visit other offices (Bristol, Glasgow, Dublin), customers, and data providers*

### ROLE DIMENSIONS

|                      |   |                                 |    |
|----------------------|---|---------------------------------|----|
| No of Direct Reports | 0 | Financial Impact (Direct)       |    |
| Total Team Size      | 3 | Financial Impact (Indirect)     |    |
| No of Locations      | 1 | Other/ People Manager (yes/ no) | No |

Back Office Use only:

|                   |  |              |  |              |  |
|-------------------|--|--------------|--|--------------|--|
| Job Code          |  | Reward Level |  | TW Grade     |  |
| Salary Survey Ref |  | Career Level |  | Date Created |  |
| Salary Min        |  | Salary Mid   |  | Salary Max   |  |