



# Data Quality Analyst

## Applicant Information Pack



We build homes, create communities and transform lives

# Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



[unitedwelsh.com/contact](https://unitedwelsh.com/contact)



[tellmemore@unitedwelsh.com](mailto:tellmemore@unitedwelsh.com)



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# Contents

- 1 About Us
- 3 Job Profile
- 4 Key Accountabilities
- 5 Personal Requirements
- 6 Terms and Conditions
- 7 Additional Benefits
- 8 How to apply



# About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,300 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

We have a new building programme that is worth around **£35m** each year and in the next five years, we intend to build **1,300 more homes**. We are ambitious about how we can help people to live their best lives, working

with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The United Welsh Group also incorporates our subsidiary Celtic Horizons Ltd which, in partnership, looks after all our property services, and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

We are also developing a new social enterprise, Celtic Offsite, that will manufacture low carbon homes and support the local economy to thrive.

With almost **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



# About Us

**United Welsh**

**Celtic Horizons  
Ltd**

**Harmoni  
Homes Ltd**

Developing Homes for  
United Welsh

**Celtic  
Horizons**

Asset  
Management

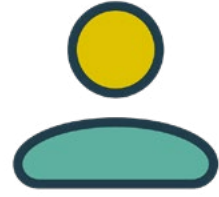
**Celtic  
Offsite**

Timber Frame  
Factory

The Celtic Horizons Asset Management service for United Welsh is delivered in partnership with Mears Ltd



# Job Profile



## Data Quality Analyst

### Reporting to

Head of Information and Business Transformation

## Broad purpose of the post

Working in our Information and Business Transformation team, this role will be responsible for data integrity and accuracy to begin to generate insight for the organisation.

You'll make sure the use of information is consistent and of good quality, and carry out detailed analytical work around how data is used, recorded and managed.

You'll work closely with Business Analysts, Data Engineers and User Researchers to improve our data management.

- Permanent
- Full time, 35 hours
- £36,844.08
- Closes Tuesday 28th May, 9am

# Key Accountabilities



## Data Integrity and Accuracy

- Working with colleagues to ensure data integrity and accuracy across various projects and departments
- Conduct comprehensive audits and assessments to identify discrepancies and inconsistencies in data
- Implement strategies to rectify data inaccuracies and establish processes for ongoing data quality assurance.

## Insight Generation

- Collaborate with Business Analysts to understand business requirements and translate them into data analysis objectives
- Work closely with the User Researcher(s) to turn research into insight.

## Data Governance and Management

- Create an organisation-wide framework and standards of data ownership and responsibilities
- Document data processes and workflows to ensure consistency and transparency in data management practices

## Technology Integration

- Research and evaluate emerging technologies, collaborating with the Data Engineer to implement scalable data solutions
- Collaborate with Modern Workplace Developers to integrate AI-powered analytics capabilities into existing systems and applications.

## Organisational Collaboration

- Work with the organisation to identify more effective data collection processes and data governance
- Work closely with cross-functional teams to align data initiatives with business objectives
- Serve as a subject matter expert on data-related matters, providing guidance and support to colleagues across the organisation.



# Personal Requirements

## Essential

- Degree level qualification and/or equivalent experience
- Demonstrated ability to ensure data integrity and accuracy across various projects and departments including across a group structure
- Strong interpersonal skills to effectively work with colleagues and teams
- Ability to document data processes and workflows to ensure consistency and transparency in data management practices
- Evidenced experience in data analysis techniques
- Excellent communication skills to translate business requirements into data analysis objectives and insights
- Ability to problem-solve data-related challenges and drive improvements
- Experience in collaborating with data engineers to implement scalable data solutions using emerging technologies
- Proficiency in data visualisation tools and techniques to communicate insights effectively.

## Desirable

- Ability to research and evaluate emerging technologies relevant to data management and analytics
- Familiarity with advanced analytics techniques such as predictive modelling, machine learning, and AI
- Proven experience working closely with teams to align data initiatives with business objectives
- Experience of implementing data governance principles and practices to facilitate data ownership and responsibilities
- Proven experience in data analysis, data quality management, and data governance
- Knowledge of the Welsh social housing sector and its data requirements
- Good understanding and experience of handling data privacy regulations and compliance requirements.

## Desirable Qualifications

- Relevant certifications in data management, analytics, or related fields (e.g. Certified Data Management Professional, Data Analyst degree)

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.



# Terms and Conditions

## Current Salary

Total salary is **£36,844.08** per annum.

## Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

## Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

# Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in **'Can Do'** days, giving back to the communities where we work
- A half a day's leave under the **'School Starter Scheme'**
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



# How to apply

To apply, please send a copy of your **CV and cover letter** to [jobs@unitedwelsh.com](mailto:jobs@unitedwelsh.com). In the cover letter, please outline why you believe you would be successful in this role based on your experience and on the essential/desirable criteria in the job description, in no more than 500 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do complete all parts of this process, you will be at risk of your application not being progressed further.

**Closes Tuesday 28th May, 9am**

We do reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.



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