



Creating great homes together

# Role Profile

<b>Position</b>	<b>Data and Reporting Specialist</b>
<b>Reporting to</b>	<b>Head of Building Safety and Compliance</b>

<b>What you can expect</b>	<b>We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.</b>
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- At Magna we put customers at the heart of everything we do and the safety of our customers and colleagues is our top priority.
- We have an exciting opportunity for a dynamic individual to join a fast paced forward looking innovative team.
- You will have the opportunity to shape the way we deliver our services by helping us make data-based decisions.
- You will be an integral part of implementing new software and trialling new and innovative ways of working.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

<b>What you are known for</b>	
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- Good problem solving and analytical skills.
- Excellent communication skills.
- The ability to bring data to life.
- Passionate about building safety and compliance.
- Flexible approach.

<b>What you take care of</b>	
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- You will collaborate closely with teams in the Building Safety and Compliance department to ensure that data collection and reporting processes sufficiently meet and demonstrate compliance with all legal and regulatory requirements related to building safety.
- Managing the collation, distribution, and providing insights from data and making recommendations for improvements in processes.
- Developing and maintaining systems and data streams that provide accurate management information and provide ongoing assurance relating to compliance with regulations and best practice requirements.
- Identify trends to define and improve business strategies, including benchmarking against industry standards and peer performance.
- Collaborating with others within the business to prepare Regulatory Reporting Returns.

<b>What you need to be successful</b>	
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- In-depth understanding of one or more elements of Building Safety such as Electrical, Gas, Asbestos, Legionella and Fire Safety. Experience within the social housing sector would be advantageous.
- Excellent data analytical skills.
- Proven track record of working with large data bases and carrying out data interrogation.
- Project / contract management experience desirable.
- Experience of using Microsoft applications e.g. Office 365 as well as proficiency in data analysis tools and software.

<b>Qualifications required</b>	<b>Applicants with transferrable skills are encouraged to apply.</b>
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- An accreditation in data or statistical analysis would be desirable
- Qualifications or a background in repairs / maintenance / asset management or compliance in the housing sector.

Approved: V1/0924010