



<b>Job Title:</b>	MI & Analytics Specialist	<b>Reports To:</b>	Claims Director
<b>Department/Team:</b>	Operations	<b>Location:</b>	London
<b>Travel Required:</b>	Some to other offices as required in other countries		
		<b>Position Type:</b>	Full Time
<b>Role Description</b>			
<p>Working as the MI &amp; Analytics Specialist, this role is all about progressing and improving Compre's MI and Analysis capability. You will work across multiple teams to provide reporting which gives good visibility on a wide range of business performance aspects, from financial performance to claims and capacity management. To succeed in this role, you will be great at translating large amounts of data into a user friendly and readable format that helps to inform business decisions.</p> <p>Development of new solutions is a key part of this role within a fast-growing organisation, so flexibility, adaptability and creative thinking are a must.</p>			
<b>Main Responsibilities</b>		<b>Key Skills Required</b>	
<ul style="list-style-type: none"> <li>• Production &amp; ongoing improvement of Monthly Claims MI Reporting, providing excellent visibility of performance, trends and opportunities.</li> <li>• Development of data visualisation across internal and external reporting. Ensuring data is presented in a user-friendly format.</li> <li>• Providing high level analysis on data trends and patterns identified within produced reports.</li> <li>• Development of performance reporting across various teams. Working with leaders to understand requirements and produce relevant solutions.</li> <li>• To drive and deliver alignment of cross-business MI, ensuring consistency and accuracy across various reports.</li> <li>• Provision of required MI for Board Level reports in suitable formats and within agreed deadlines.</li> <li>• Establish and provide internal capacity and workload reporting.</li> </ul>		<ul style="list-style-type: none"> <li>• Strong insurance background, preferably with claim experience.</li> <li>• Experienced in building MI reporting solutions.</li> <li>• Data visualisation expertise</li> <li>• Organised and methodical approach to day to day work.</li> <li>• Good communication skills both written and oral.</li> <li>• Able to perform well under pressure within tight time frames.</li> <li>• Ability to manage own workload and prioritise effectively.</li> <li>• Problem Solving</li> <li>• Self-motivated.</li> <li>• Continuous improvement mindset, with a curiosity for new methods and developments.</li> </ul>	



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| <ul style="list-style-type: none"><li>• To understand and develop new MI reporting requirements across business functions.</li><li>• Establishing consistent performance reporting on our External Providers (e.g. Third Party Administrators).</li></ul> |  |
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