Dairy Data Analyst

Finance, IT and business systems (or Operations on some sites)

Job title	Dairy Data Analyst
Department	Finance, IT and business systems (or Operations on some sites)
Reports to	Finance Manager, Operations Manager or IT Manager, depending on the site
Direct reports	None
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Turns data from the production, laboratory, ERP (enterprise resource planning) and milk payment systems into clear reports that dairy managers can act on. Produces the milk balance, line performance, quality and milk supply reports, keeps the dashboards and monthly KPI pack up to date, checks that the data behind them is right and explains the results in plain words.

Key responsibilities

Milk balance and plant performance reporting

- Produce the milk balance and yield reports: litres, fat and protein in, product out, and losses to drain and waste
- Report line performance and OEE (overall equipment effectiveness) from the production system, with the main causes of lost time
- Reconcile production figures against the ERP system and the laboratory results, and chase up any gaps
- Build and maintain the monthly KPI pack so it is accurate, on time and in the same format each month
- Highlight where yield, losses or line performance have moved away from target and help find out why

Milk supply, quality and payment data

- Prepare milk supply, volume and quality data for the milk procurement team, by supplier and by period
- Check milk payment data against the contract terms and the milk payment rules as required where the job is based
- Report any payment differences to the milk procurement team before payments are run
- Track quality and complaint data trends with the quality team and flag changes early
- Report laboratory results, holds and rejections in a form the quality and production teams can act on
- Support supplier and customer queries with accurate figures from the records

Data, systems and dashboards

- Pull data from the ERP, laboratory, production and milk payment systems and join it correctly, using SQL, spreadsheets or a dashboard tool
- Build and maintain dashboards that are easy to read and show the right figures to the right people

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- Run data quality checks, find missing or duplicated records and fix the cause with the system owners
- Keep master data tidy with IT, such as product codes, line names, supplier records and units of measure
- Document each report, its data sources, calculations and refresh steps so others can run and check it
- Protect supplier and employee data in line with data protection rules as required where the job is based

Analysis and support

- Carry out ad-hoc analysis for production, planning, finance and sales, and answer the question that was actually asked
- Provide clean historical data to support forecasting, budgeting and standard cost reviews
- Explain results in plain words to managers who are not data specialists, and say clearly what the data does and does not show
- Suggest where better data capture at the line, in the laboratory or at milk reception would improve the reports
- Train colleagues to use the dashboards and self-serve reports
- Take part in improvement projects, providing and checking the data they rely on

Qualifications and experience

Essential

- Degree, diploma or equivalent experience in a numerate subject such as mathematics, statistics, finance, business or computing
- Experience in a data, reporting or business analysis role
- Strong spreadsheet skills, including lookups, pivot tables and formulas
- Working knowledge of SQL to pull and join data from more than one system
- Experience building reports or dashboards in a business intelligence tool
- Ability to explain figures clearly in writing and in person

Desirable

- Experience in a dairy, food or drink manufacturing business
- Understanding of the milk balance, yield and losses, and of fat and protein standardisation
- Knowledge of OEE and how line stoppages and downtime are recorded
- Experience working with ERP, laboratory, production or milk payment systems
- Knowledge of supplier contract terms and milk payment rules as required where the job is based
- Experience of month-end reporting, budgeting or forecasting in a finance team
- Knowledge of data protection rules for supplier and employee data as required where the job is based

Skills and attributes

- Accuracy and attention to detail
- Logical, methodical approach to problems
- Plain, clear communication with non-specialists
- Curiosity about why the numbers move
- Organised and able to meet reporting deadlines
- Works well with production, quality, finance and IT teams
- Honest about what the data does and does not show

Measures of success

- Monthly KPI pack and dashboards delivered on time and right first time
- Milk balance reconciles to the ERP and laboratory figures within the agreed tolerance each period
- Milk payment checks completed and differences reported before each payment run

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- Fewer corrections needed after reports have been issued
- Ad-hoc analysis requests answered within the agreed time
- Every regular report documented, with its data sources, so others can run it
- Managers confirm the reports are clear and used in their decisions

Working conditions and safety

Office-based on or near a dairy processing site, normally daytime hours, with regular visits to production areas, the laboratory and milk reception to understand how data is captured. Month-end and milk payment periods can be busier. Hygiene clothing and PPE are provided for time spent in production areas.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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