



**Melin Homes Limited**

**Job Title:**

## Business Intelligence Graduate Intern

**Application Closing Date:** 12/08/2016

**Location:** Pontypool

**Salary:** £1,000 a month for three months

### About us

Established in 2007, Melin Homes is one of the major registered social landlords providing affordable homes to rent or buy in south east Wales. We now own and manage 4,000 properties in Blaenau Gwent, Monmouthshire, Torfaen, Newport and Powys. We work closely with local authorities and other partners to build thriving communities and make a positive impact on our neighbourhoods. We also give financial advice to our residents and organise community events to enhance their lives.

### About the project

This summer we will be running a Graduate Intern programme for opportunities around business intelligence. As a Business Intelligence Intern you will be part of the Performance and Business Intelligence Team which provides the business with insights, data and knowledge to make informed decisions.

Over this three month placement we are looking for an individual to co-ordinate, analyse and interpret external and public data sets. You will be responsible for identifying key external data sets that would be applicable to our business and sector. This is a great opportunity to demonstrate your analytical skills.

The Housing sector is a quickly changing. As a business we need to be aware and respond to the opportunities and challenges faced in our operating environment. This is an opportunity to be at the front of this change.

### Recruitment

As part of the application process we would be grateful if you could include:

- An up to date CV which shows your full education and career history
- A supporting statement explaining your interest in this position and how you fulfil the person specification – this must not exceed 500 words.

Please send all applications to [daniel.lewis@melinhomes.co.uk](mailto:daniel.lewis@melinhomes.co.uk)

Melin Homes Limited

## Job Description



## Business Intelligence Graduate Intern

**Responsible to:** Performance and Business Intelligence Manager

**Responsible for:** n/a

**Purpose:** The main purpose of this role is to support the Performance and Business Intelligence Manager in researching and analysing 'Big Data' and external data sets to provide intelligence to the business.

### Main responsibilities:

Research analyse and interpret external issues facing housing associations, utilising data sets from various sources including, Welsh Government, NOMIS, ONS, Health and Social Care data, DWP etc.

Support the Performance and Business Intelligence Team in producing and analysing internal and external information reports.

Collate external data in an easily accessible and clear format.

## Person Specification

**Education:** Educated to a degree level (or final year). Desirable degree that involved statistics, social policy or elements of research.

**Competencies:** **Communication:** Communicate effectively well with a diverse range of people.

**Analytical:** Able to assimilate, analyse and critically evaluate data and information. Being able to reach unbiased logical conclusions.

**Innovative and creative:** Embrace new ideas and approaches.

**Team Player:** Behave well as part of a group, recognising different team skills.

### Wider required experience

Experience of using Excel, Word, Access, Visio. An interest in Social Housing, Welfare and issues facing housing associations. Good organisational skills, enthusiasm and willingness to learn. The ability to work independently but with guidance and support to recognise when to seek advice/help.