

DATA BUSINESS ANALYST

This is a new and exciting opportunity to join our team to support the continued growth of an established family-owned business in Leeds. Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultimate low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

Purpose:

To support WPS with structured business analysis and data-led insight by documenting processes, improving the use of business systems, producing management information, and turning operational data into clear reporting and dashboards for decision-making. This role strengthens the link between data, process discipline, reporting, and business systems adoption within the WPS IT transformation Team. The Business Analyst will work closely with the existing team to understand how work is being organised and take on the management of it.

The Role:

The Data Business Analyst is a hybrid business analysis and data role that sits between business users, leadership, and technology teams. The role is responsible for mapping and documenting L1 to L3 processes, capturing process and procedure changes, improving the quality and use of operational data, and producing reporting, dashboards, and MI that support business performance and decision-making.

Key Responsibilities:

- Capture, map, and maintain business processes using tools such as Miro, including L1, L2, and L3 process documentation, procedures, and work instructions.
- Work with departments to identify process gaps, inefficiencies, risks, and improvement opportunities, and document agreed changes clearly and accurately.
- Support the business in using systems correctly and consistently, helping users follow agreed processes and improve data quality across key platforms.
- Use SQL to query and interrogate data from business systems and operational sources to support reporting, analysis, and decision-making.
- Use advanced Excel and VB/VBA capability to manipulate, cleanse, reconcile, and structure data for reporting and process insight.
- Build and maintain Power BI dashboards, reports, and visualisations that provide clear operational and leadership insight.
- Produce regular MI, KPI reporting, and ad hoc analysis for leadership teams, converting raw data into meaningful and actionable information.
- Support understanding and adoption of D365, Office 365, and related business applications by translating requirements, issues, and changes into clear business language.
- Work effectively with stakeholders across functions, levels, and locations, including cross-cultural collaboration where required.
- Support manufacturing and operational teams by developing a practical understanding of business processes across areas such as planning, production, supply chain, and commercial operations.
- Remain open to learning new tools, systems, reporting methods, and process improvement approaches as business needs evolve.

Skills, Knowledge & Experience

- Experience in a Business Analyst, Data Analyst, or hybrid business systems and reporting role.
- Strong process mapping and documentation capability, including L1 to L3 process modelling.
- Strong Power BI capability for dashboard and reporting development.
- Good SQL skills, including writing queries to extract, analyse, and validate data.
- Advanced Excel skills, including data manipulation, reconciliation, reporting, and VB/VBA-based automation or improvement work.
- Experience producing MI and dashboard reporting for senior leaders or operational management.
- Working understanding of D365 and Office 365 environments.
- Strong communication skills, with the ability to work across technical and non-technical audiences.
- Desirable: manufacturing or engineering sector experience and exposure to cross-cultural or multi-region working environments.

Salary & benefits:

- Salary negotiable dependant on experience
- 37.5 hours per week, office based
- 25 days holiday per year plus bank holidays
- Company Profit Share Scheme (paid quarterly)
- Healthcare cash plan scheme and Employee Assistance Programme
- Life assurance
- EV salary sacrifice scheme
- Pension
- Parking on site

Please send your CV and cover letter to hr@wilsonpowersolutions.co.uk. Applicants must be able to demonstrate their right to work in the UK. No Agencies.