

Job Description

Role Title:	Graduate Data Analyst
Dept:	Strategy
Reference:	MPF4417
Grade:	4
Full or Part time:	Full time
Hours:	36.25
Reports to:	Planning Analyst

Overview

The strategy team has a small specialist data function supporting the university with timely insights to support delivery of our strategy

This role will be critical to a delivery a sustainable data function and support university wide evidence based change.

Role Purpose

The Graduate Data Analyst role sits within the Strategy and Data function and supports the provision of high-quality data, analysis and insight to inform decision-making across the University.

This is an entry-level role focused on developing core analytical, reporting and data management skills. The post holder will support the delivery of routine and ad hoc analysis, contribute to reporting processes, and assist in the maintenance and development of management information.

The role provides an opportunity to build capability in data analysis, problem solving and communication, while contributing to operational and strategic priorities of the University.

Principal Duties & Responsibilities

Data Analysis and Reporting

- Support the production of regular and ad hoc reports using institutional data
- Assist in analysing data to identify trends, patterns and issues
- Contribute to the development and maintenance of dashboards and reports

Data Management and Quality

- Support the preparation, validation and checking of data used for reporting
- Assist in ensuring the accuracy and consistency of institutional data
- Work with colleagues to identify and resolve data quality issues

Insight and Support to Decision-Making

- Provide basic analytical support to colleagues across schools and professional services
- Assist in translating data into clear and accessible outputs for non-technical audiences
- Support the interpretation of data to inform planning, performance monitoring and improvement activity

Process and Continuous Improvement

- Contribute to the improvement of reporting processes and tools
- Support the documentation of data processes and methodologies
- Work with colleagues to streamline data collection and reporting activities

Development and Learning

- Develop skills in data analysis, reporting tools and systems
- Build understanding of the higher education sector, including key metrics and data requirements
- Participate in training and development opportunities to enhance analytical and technical capability

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Hold a relevant degree or equivalent (E)
2. Relevant professional qualification e.g., recognised programme management qualification (D)

Background and Experience

3. Experience of data analysis (including manipulating and joining data sets, summarising datasets and interpreting the results) (E)
4. Understanding of how to translate business requirements in specific analyses (E)
5. Experience of Power BI (or similar) and dashboard design (E)

Knowledge

6. The higher education sector (D)
7. A range of data analysis methods (e.g. statistical methods, machine learning, etc.) (E)

Skills and Competencies

8. A learning mindset (D)
9. The ability to critically analyse complex information and present it in an effective way (E)