



Candidate Information

Position:	Data Analyst
School/Department:	Planning Office
Reference:	22/109593
Closing Date:	Monday 28 February 2022
Salary:	£34,304 - £40,927 per annum
Anticipated Interview Date:	Monday 28 March 2022
Duration:	Permanent

JOB PURPOSE:

To assist in the analysis, development and submission of information required for the Higher Education Statistics Agency (HESA). The post holder will work in a small team of data specialists on the compilation of statutory data returns and preparing for and implementing new requirements referred to by HESA as "Data Futures".

The post holder will undertake business analysis work in planning for the new style return, as well as data analysis work in preparing and submitting data to HESA.

The post holder will also have the opportunity to contribute to corporate reporting and planning office roles more generally including the presentation of management information, compiling responses to FOIs and engaging with performance analysis.

The post requires strong data management skills alongside experience of business analysis, data analysis, quality assurance and strong communication skills.

MAJOR DUTIES:

1. Work as part of a team in the Planning Office to carry out the integrated set of processes that generate the current HESA return from the Oracle Campus Solutions student information system. In conjunction with the Planning Office data analysts, create HESA file extracts and validate XML data using HESA validation tools.
2. Demonstrate an understanding of large complex sets of information and extract datasets from the student system, manipulate, analyse and identify issues for the HESA return. Working with colleagues across the University, to cleanse and correct records as required.
3. Adhere to deadlines and schedules and prioritise multiple tasks effectively.
4. Assist in identifying solutions that will meet the new HESA requirements and facilitate the transition to Data Futures including participation in the Beta pilot. [Note: Comprehensive information on this project is available on the HESA website.
5. Provide a high quality proactive approach to identify practical improvements and process enhancements that meet the needs of the current and Data Futures HESA return. Liaise with stakeholders to agree innovative solutions that will improve business processes and functionality that will facilitate the HESA return.
6. Provide high quality support with testing of new Oracle and in-house functionality developed to deliver the HESA return. Review and test the solutions and identify strengths and weaknesses.
7. Analyse complex student information using query tools such as SQL, PSquery, Excel and Alteryx, producing and presenting reports/results to inform decision making.
8. Develop and maintain documentation including user manuals, specifications, process plans, etc. ensuring that complex information is communicated effectively and are easy to understand.
9. Undertake other duties that may reasonably be required as a member of the Planning Office team.

Planning and Organising:

1. Plan short-term and medium-term activities under the guidance of Senior Analysts in the Planning Office.

2. Develop work schedules to meet targets for the current (2021-22) HESA return and ensure it is completed within the required deadlines.
3. Assist in the planning and organisation of changes required to facilitate the HESA Data Futures return.
4. Plan and organise own workload, with a high degree of autonomy, prioritising as appropriate and adapting to unexpected or unforeseen work activities, to ensure the effective delivery of all key outputs.

Resource Management Responsibilities:

1. Assume delegated responsibilities as appropriate.
2. Advise on the resources required to carry out sub-tasks within the office.

Internal and External Relationships:

1. Attend internal and external meetings to ensure that relevant issues are appropriately represented and reported.
2. Liaise with key contacts in the QGIS team, IS team, consultants and other third parties to ensure efficient collaboration and understanding of key areas.
3. Liaise with software provider and HESA to clarify complex information and report on potential issues and incidents.
4. Potentially, liaise with other Higher Education Providers (HEPs) regarding Data Futures requirements and collaborating on solutions where possible.

ESSENTIAL CRITERIA:

1. * A degree with significant computing element, or equivalent.
2. * At least three years' experience in either:
 - a. Data analysis/reporting, including all stages of the lifecycle such as defining requirements, development, testing, etc; OR
 - b. Records management within the Education Sector, with proven experience of reporting and analysing large data sets.
3. * Experience working with databases and using query tools to extract relevant information.
4. * Experience in working with large and complex datasets.
5. Skilled in the use of advanced Microsoft Excel.
6. Confident use of the Microsoft toolset (in particular Word), email and web browsers.
7. Numeracy, with the ability to deal with complex quantitative data.
8. Must be highly numerate. Excellent analytical skills.
9. The post holder must be a clear thinker with a good eye for detail, and have the ability to assimilate, manipulate, and interpret complex data from different sources.
10. Ability to work on own initiative, manage time effectively, work to deadlines and to maintain high standards including when under pressure.
11. Problem-solving skills including the ability to act with autonomy, without requiring close supervision.
12. Ability to work well within a team and with good facilitation skills.
13. Ability to communicate technical information with clarity and effectiveness.
14. Good communication skills both oral and written including the ability to relate confidently and effectively to users at all levels.
15. Effective interpersonal skills.
16. Able to respond flexibly to meet changing requirements.
17. A desire to continuously improve and innovate.
18. Must be willing to work outside normal office hours on occasional basis.
19. Provide cover as requested during critical periods.

DESIRABLE CRITERIA:

1. 2.1 or higher Honours degree.
2. * Experience of preparing student returns or other statutory reports.
3. Experience of SQL/MySQL, Alteryx or similar query/analysis tools.
4. Experience using XML.
5. Experience of creating clear and concise analytical reports.
6. Experience of extracting data to provide accurate management information data.
7. Ability to work within large-scale data related projects.
8. Ability to produce accurate and detailed work to tight deadlines.
9. Awareness of the issues relating to the provision and analysis of student data especially in relation to data protection and information security.
10. Ability to present technical information to a variety of different audiences.