

Candidate Information

Position: Data Analyst
School/Department: Gender Initiative (Registrar's)
Reference: 22/109769
Closing Date: Monday 9 May 2022
Salary: £34,304 - £40,927 per annum
Anticipated Interview Date: Monday 23 & Wednesday 25 May 2022

JOB PURPOSE:

This role seeks to make meaningful efficiencies and synergies across both the SWAN and REC agendas and programmes of work. The post holder will play a key role working with complex data to highlight different demographic profiles of departments and Schools with the University in order to help drive organisational cultural change. Collaborating with a broad range of colleagues across the University, the post holder will identify the information requirements, establish where and how the necessary data can be obtained, set up protocols and processes for data collection, and will design and produce reports, charts and graphs for further analysis.

MAJOR DUTIES:

1. To support the Institutional SWAN and REC and, where appropriate, School SWAN submissions by collating, analysing and interpreting complex statistical management information (from various stakeholders, datasets and University groups) to formulate competitive applications.
2. To design and develop reports to track the University's or Schools' progress against qualitative and quantitative objectives set out in SWAN and REC applications, to provide robust analysis and to inform decision making.
3. To identify and ensure the integrity and availability of suitable data relevant to SWAN and REC to support strategic decision making and implement reporting systems to benefit the Institutional SWAN and REC as required.
4. To undertake benchmarking of QUB data (relevant to SWAN and REC) with data from other UK and international universities and external organisations and partners as appropriate
5. To develop effective networks with colleagues across the University to share best practice and enhance data capture, data quality and data verification processes in support of the Institutional SWAN and REC and participate in project teams representing the Institutional SWAN and REC.
6. Adopt a proactive approach to identifying and obtaining a range of data sources to provide insight and recommendations that drive a continuous improvement ethos in the work of the Institutional SWAN and REC.
7. To hold regular data workshops to brief SWAN Champions and Self-Assessment Teams and other institutional leaders in SWAN and REC space on data availability, data quality and data definitions.
8. To develop SWAN submission data toolkits to facilitate SWAN submissions.
9. To provide management information including regular reports to the Institutional Self-Assessment Team summarising progress against operational and strategic targets, including highlighting any significant adverse performance, issues or risks.
10. To carry out other duties which are appropriate to the post as may be reasonably requested by the QGI, SWAN and REC leadership team.

ESSENTIAL CRITERIA:

1. Degree or equivalent qualification, with a strong data handling/analysis element.

2. A minimum of three years' relevant experience working in a Data Analyst/ Information Analyst role (or similar role) to include experience in the following:
 - Direct responsibility for collecting, analysing, reviewing and presenting data to inform strategic decision making.
 - Strong spreadsheet and database query experience.
 - Successful project co-ordination experience across a range of activities and managing competing priorities to achieve milestones on schedule providing specialist, professional advice, support and/or training.
 - Interrogating multiple connected and disconnected bespoke business systems across an organisation and pulling that information into accessible formats and presenting recommendations and conclusions in support of business decision making.
3. Experience and proficiency across a platform of relevant data analytic software e.g. Microsoft Office, Excel, SPSS, Power BI.
4. Demonstrable ability to present and analyse large amounts of data with strong spreadsheet and database query experience and the ability to develop useful formats and actionable insights.
5. Demonstrable ability to simplify complex data.
6. Demonstrable ability to simplify and present complex data to a range of audiences.
7. Excellent communication skills (written and oral).
8. Excellent interpersonal skills, including evidence of positive negotiation and influencing skills with an ability to be proactive.
9. Willingness to work flexibly and occasionally beyond normal working hours to meet the requirements of the post.
10. Able to work across any of University sites and willing to rotate locations as required.

DESIRABLE CRITERIA:

1. Experience of working in the Higher Education sector.
2. Experience of Athena SWAN applications – institutional and/or School.
3. Proven track record in HR analytics or equivalent.
4. Experience in creating and maintaining business dashboards through the use of data visualisations to simplify complex datasets.