Candidate Information

Position: Data Analyst (2 Posts)
School/Department: HR Services
Reference: 23/111373
Closing Date: Monday 6 November 2023
Salary: £37,841 - £45,148 per annum.
Anticipated Interview Date: Friday 17 November 2023

JOB PURPOSE:

To design, develop, and deliver comprehensive reporting solutions that provide clear and actionable insights to support the University's strategic and operational goals.

The Data Analyst will be responsible for tracking progress against set targets, ensuring data accuracy, and offering quality assurance. Leveraging a range of tools, the postholder will focus on automating data processes, enhancing reporting efficiencies, and crafting data visualisation dashboards and detailed reports.

Please note that two positions are available: People and Culture and Faculty Office MHLS. Duties may vary slightly between these roles.

MAJOR DUTIES:

1. Regularly produce and analyse reports aligned with the University's strategic priorities: Education & Skills, Research & Innovation, Global Reputation & Partnership, and Social and Civic Responsibility & Economic Prosperity. This includes essential staff and financial data that underpins these priorities.
2. Collect, validate, analyse, and interpret diverse data to guide decisions, monitor performance against key metrics and performance indicators, and present findings tailored to various stakeholder groups.
3. Offer analytical expertise on strategic projects, such as Workload Allocation Models (WAM) and/or key operational priorities, such as our Higher Education Statistics Agency (HESA) return, converting analysis results into stakeholder-friendly dashboards and reports.
4. Generate actionable insights from various data sources, including trend analysis, to support planning and alignment with short-, medium- and long-term University objectives.
5. Streamline, document, and ensure the consistency of data collection and reporting processes. Ensure data integrity and develop systems that support the University's cycle of business.
6. Collaborate across the University to integrate data systems, share best practices, and represent the Faculty or Directorate in project teams.
7. Proactively monitor and evaluate University initiatives, identifying and addressing potential challenges, and using data to promote continuous improvement.
8. Benchmark QUB data against other UK and international institutions and relevant external entities to ensure best practice and integrate data systems in support of University needs, participating in a number of projects/ project teams as required.
9. Provide guidance, support, and training to internal users of reporting tools, ensuring they can effectively leverage the data for their needs.
10. Carry out other duties which are appropriate to the post as may be reasonably requested by line management.

ESSENTIAL CRITERIA:

1. Degree or equivalent qualification with a focus on data analysis, statistics, or business management related field. In the absence of a relevant degree, consideration will be given to applicants who can demonstrate extensive recent relevant experience in a similar post.

2. Substantial recent relevant experience to include a significant component of data collection, validation, and interpretation, with a history of producing actionable insights to guide and inform strategic decisions.
3. Experience of using relevant Business Intelligence/Analytical software such as Tableau or Microsoft Power BI to present and analyse large amounts of data and to develop and maintain data visualisation dashboards and detailed reports tailored to various stakeholder groups.
4. Demonstrated experience in streamlining, documenting, and ensuring the consistency of data collection and reporting processes.
5. Strong spreadsheet and database query experience and analytical skills with the capability to interpret data, identify trends, and present complex data comprehensibly to diverse audiences.
6. Experience in collaborating across multiple departments or teams, with the ability to integrate data systems and share best practices.
7. Familiarity with benchmarking processes, comparing data against other institutions or external entities.
8. Strong communication skills, with the ability to train and support internal users of reporting tools.
9. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
10. Capacity to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:
1. Experience in managing data related projects.
2. Experience in the Higher Education sector.
3. Experience in creating and maintaining business dashboards and using data visualisations to simplify complex datasets.

ADDITIONAL INFORMATION:
Post 1: People and Culture: Working with the HR Technology and Analytics Manager, you will join their expanding HR Technology and Analytics team to help deliver the People and Culture technology and analytics solutions that best support the operating model for the University in support of the recently launched People and Culture Plan (2023-2026).

Post 2 - MHLS Faculty Office: Working with the Faculty Manager, you will join the Faculty Office team and play a key role in the delivery of business intelligence insight and management information to support the Faculty's strategic and operational objectives, as outlined in the Faculty's Academic Plan.