

Candidate Information

Position: Senior Information Analyst
School/Department: Finance
Reference: 24/111726
Closing Date: Monday 25 March 2024
Salary: £46,497 - £57,141 per annum.
Anticipated Interview Date: Tuesday 16 April 2024

JOB PURPOSE:

The post holder will be responsible for the development of processes and procedures associated with the production of student-based statutory returns. These returns to government are used to inform the University's funding allocations and to monitor our non-financial performance indicators. In particular, the postholder will provide a lead role in the submission of student information to the Higher Education Statistics Agency (HESA / JISC), in accordance with the latest Data Futures* return specification.

* Comprehensive information on this project is available on the HESA website

MAJOR DUTIES:

1. To lead on the development, deployment, and maintenance of processes to ensure an efficient and effective approach to HESA Data Futures and other statutory returns.
2. To work as part of a team in the Planning Office to develop and manage the integrated set of processes that generate the HESA return from the Oracle Campus Solutions student information system.
3. To provide a high-quality proactive approach to identify practical improvements and process enhancements which meet the current and evolving Data Futures requirements.
4. To implement solutions which streamline the process and minimise the associated risk. Work with internal stakeholders including Information Services, Student Registry and Faculties to ensure the external reporting requirements are embedded in all system and information management developments.
5. Interpret and evaluate complex data issues e.g., derivations and HESA errors, to discover the fundamental problems to be resolved and to identify robust solutions.
6. To provide high quality technical support, including testing of new Oracle and in-house functionality developed to enhance the HESA return. Identify strengths and weaknesses in the solutions and suggest practical improvements where appropriate.
7. To extract and analyse complex information using query tools such as Alteryx/SQL producing and presenting reports/results to inform decision making and requirements for the statutory returns.
8. To lead in the development of comprehensive documentation to improve compliance with audit and business continuity requirements.
9. To represent the Planning Office in relevant University working groups and to co-ordinate the work of project teams as required.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. A degree or postgraduate qualification (or equivalent) with a significant computing element.
2. Or have significant professional experience in the use and management of complex information systems.
3. Substantial experience of using database query tools (eg SQL) to undertake data analysis and report writing.
4. Responsibility at a senior level for meeting strict reporting deadlines.
5. Experience of creating clear and concise analytical reports.
6. Highly developed analytical skills, with extensive knowledge of the tools used to derive insights from complex data.
7. Skilled in the use of one or more business intelligence tools to an advanced standard, for example Power BI, Tableau, Alteryx, SQL, R, M, Python, Power Fx, Excel, VBA.

8. Clear understanding of relevant policies and audit requirements.
9. Excellent written and verbal communication skills, with the ability to communicate the outcome of analysis by delivering presentations and technical reports to a wide audience, including non-specialists.
10. Able to demonstrate initiative and to interact effectively with colleagues under pressure.
11. Ability to respond flexibly to meet changing organisational requirements.

DESIRABLE CRITERIA:

1. Professional Qualification.
2. Experience of using Oracle information systems.
3. Experience in the preparation of complex statutory returns.
4. Experience of using and analysing data in Campus Solutions or another student records system.
5. Understanding of student data especially in relation to data security including GDPR requirements.