

Candidate Information

Position: Data Analyst
School/Department: Digital Systems and Analytics
Reference: 26/113253
Closing Date: Monday 13 April 2026
Salary: £41,519 - £49,536 per annum

JOB PURPOSE:

Working in the People and Culture Digital Systems and Analytics team, to design, develop, and deliver comprehensive reporting and analytics 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. The postholder will also be responsible for leading on/or working as part of a team to deliver People and Culture related statutory reporting.

MAJOR DUTIES:

1. Produce and analyse reports as required to support the University's strategic priorities as related to People and Culture Reports which will include EDI analytics (including statutory reporting such as Article 55 and Annual Fair Employment Monitoring), Charter Mark activity (including Athena SWAN and Race Equality Charter) and our Higher Education Statistics Agency (HESA) return.
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 as required on strategic projects and key operational priorities, 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 Directorate in project teams.
7. Benchmark QUB data against other UK and international institutions and relevant external entities.
8. Provide guidance, support, and training to internal users of reporting tools, ensuring they can effectively leverage the data for their needs.
9. Carry out other duties which are appropriate to the post as may be reasonably requested by line management.

ELIGIBILITY CRITERIA:

All listed criteria, both essential and desirable, will be assessed at interview (and via any other method used in the selection process, such as presentation, test, etc.). However, only the 'Education and Qualifications' and 'Experience' criteria listed below will be used to select candidates for the next stage in the process, which is normally an interview but may include other assessment tools. It is important to note that, in cases where a large volume of applications is received for the role, any or all desirable criteria included in both of these sections may also be used to shortlist candidates for the next stage or, exceptionally, the essential criteria may be increased.

The panel will objectively assess terms such as 'relevant' and 'recent' in line with elements of the post, including duties and responsibilities as outlined in the job details, or up-to-date knowledge/ experience of appropriate methods and technologies. Please remember that 'substantial' and 'significant' do not relate exclusively to length of experience, but to a combination of considerations, including depth of experience, level of responsibility and whether the experience was gained as a core function of a current or previous role.

EDUCATION AND QUALIFICATIONS

1. Essential Degree or equivalent qualification with a focus on data analysis, statistics, or a relevant 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.

EXPERIENCE

1. Essential 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.
2. Essential 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.
3. Essential Demonstrated experience in streamlining, documenting, and ensuring the consistency of data collection and reporting processes.
4. Essential 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
5. Essential Experience in collaborating across multiple departments or teams, with the ability to integrate data systems and share best practices.
6. Desirable Experience in managing data related projects.
7. Desirable Experience in the Higher Education sector.
8. Desirable Experience in creating and maintaining business dashboards and using data visualisations to simplify complex datasets.
9. Desirable Experience of producing statutory returns and reporting.

OTHER SKILLS/KNOWLEDGE

1. Essential Familiarity with benchmarking processes, comparing data against other institutions or external entities.

PRESENTATION

1. Essential Strong communication skills, with the ability to train and support internal users of reporting tools.

PERSONAL QUALITIES

1. Essential Demonstrable ability to work effectively both in a team setting and when taking individual ownership, as appropriate for the task.

SPECIAL FACTORS AND OTHER REQUIREMENTS

1. Essential Capacity to work flexibly when needed to meet the requirements of the post.