



Job Description

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| Job Title | BI Analyst (Reporting & Analysis) |
| School/Service/Institute | Data and Business Intelligence |
| Normal Workbase | Stoke |
| Tenure | Permanent |
| Grade/Salary | Grade 6 |
| FTE/Hours | 37 hours per week, 1.0 FTE |

Job Purpose

The postholder will act as the BI Analyst (Reporting and Analysis), focusing on the production of reporting and insight. This role combines technical ability with an understanding of the HE sector to provide insights to drive decision making at the University. The role holder will be expected to have input into the design of the University's data warehouse and develop and maintain the Power BI platform.

As this work will cover the range of work of the University, the postholder will develop specific knowledge of processes, datasets and stakeholders needs related to data used within the institution.

Relationships

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| Reporting to: | Business Intelligence Manager |
| Responsible for: | No line management responsibility |

Main Activities

- To work as part of a team and individually in developing business intelligence reports across a number of metrics with an excellent understanding of data structures, visualisation techniques and an ability to develop reports in the university's business intelligence tool.
- To effectively collect, maintain and manage data within the University's Business Intelligence system, including the extraction of data from various systems such as SQL server, SITS and Google Analytics.
- To help support the work to develop, review and re-engineer, as appropriate, processes and workflow to ensure efficiency of operation and enhance overall data quality.
- Liaise with stakeholders to gain an understanding of development requirements and managing through to completion and early life support with communication

throughout the process to manage positive expectations.

- To further develop capability and capacity across the University in relation to the provision of timely and accurate data, value adding reports and information (including the integration and utilisation of business intelligence capability) across a wide range of University based metrics.
- To retain an up-to-date knowledge of higher education developments and reporting requirements, through reading sector-related media, briefings and attending sector workshops and events.
- To support the Business Intelligence Manager in preparing management information and reports, develop specific knowledge and expertise of datasets and stakeholder needs related to the business of the University, including but not limited to: student, recruitment, marketing, staff and research data.
- To support the Business Intelligence Manager to prepare analytical models according to agreed specifications.
- To provide information, guidance and coaching to support the effective communication of business intelligence and management information across the University.
- At all times, maintain professional standards in relationships, demonstrating a commitment to upholding inclusion and diversity principles and the values of the University.
- To maintain confidentiality and discretion, dealing with information in accordance with GDPR requirements and professional standards.
- To undertake other such responsibilities as may reasonably be required.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.