



Job Description

Job Title	BI Business Partner
School/Service/Institute	Data & Business Intelligence
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 8
FTE/Hours	1 FTE

Job Purpose

- This position will play a key role in strengthening analytical capability to support the university to understand performance against strategy, support strategic decision-making and provide assurance to key stakeholders.
- You will take a leading role to challenge, influence, and drive improvement. To act as a consultant to the rest of the Business Intelligence (BI) function, supporting the development of rich value-added analytics, reports, and visualisations within the remit of the directorate of Data & BI (DBI). The role holder will build a robust, maintainable and scalable service, working directly with Schools and services to support insight creation at a local level.
- The role holder will also have a pivotal role in terms of promoting data quality across the University, by reviewing and advising on enhancements to data management procedures and protocols which affect reporting, working in partnership with Schools and Professional Services.
- Strong stakeholder management and the ability to demonstrate the value of business intelligence will be key to fostering understanding, influencing direction and facilitating adoption to ensure that the DBI service meets the needs of stakeholders across the University. You will play a pivotal role in improving general data literacy resources through the Enhancing Data and Insights project and other data and analytics projects.

Relationships

Reporting to:	Head of Business Intelligence
Responsible for:	N/A
Key working relationships:	Business Intelligence Manager, senior stakeholders across each school and service

Main Activities

- To work with the Head of Business intelligence to support a hub and spoke approach to BI and analytics, acting as a business partner for key areas, ensuring that data and insight is understood and effectively used in decision making.
- Developing solutions and visualisations to facilitate data gathering and subsequent storing and structuring so that the data is readily available for analysis and the creation of actionable insights to support strategic decision-making. This activity will include taking a lead on designing new institutional dashboards and corporate reporting through the DBI ways of working, aligned to the strategic plan.
- Proactively build close relationships with system/data owners and key data users, to enhance the process and promote understanding, data needs and appropriate data ownership.
- To be responsible for providing institutional oversight, and assurance across relevant University boards, committees, and presenting findings to colleagues across the University when required to do so.
- To proactively manage and influence stakeholders seeking input to inform future enhancements and ensure agreement in adoption.
- Working with the Head of Business Intelligence, BI Manager, and wider functions, to ensure that relevant data is collected and curated for current and future analytics needs. Facilitating the business change required, across processes, systems, people, and culture, to enable high quality data to be captured at source and transformed for reporting purposes.
- Working with the Head of Business Intelligence and BI Manager, identify opportunities to contribute to the institutional plan to enhance business intelligence across the University. Where necessary, prepare proposals to improve the quality of data and to enhance institutional data governance.
- To develop bespoke investigations of priority data issues.
- To maintain a robust set of process documentation aligned to the DBI ways of working.
- To provide technical development advice within the DBI team to support personal development plans.
- To continue professional development and keep up to date with national developments by networking with colleagues across the sector and attending relevant conferences and training.
- 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.
- 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

- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

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.