



Job title	Analyst (Data)	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Strategy and Insights	Location	University Park Campus

Purpose of role

To support evidence-based decision-making at the University by undertaking analysis, reporting and insight generation. The role works closely with colleagues across the Strategy and Insights Office and other University functions to ensure high-quality data outputs and actionable insights that inform institutional priorities and planning.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<ul style="list-style-type: none"> ▪ Support the production of insight and analytics to inform University strategy and planning, with particular focus on reporting that supports the University Access and Participation Plan. ▪ Conduct analysis using internal and external datasets to inform decision-making. ▪ Assist in the interpretation and presentation of data for non-technical audiences. ▪ Contribute to ad hoc insight projects and provide analytical support to senior colleagues. 	60%
2	<ul style="list-style-type: none"> ▪ Produce reports, dashboards and performance updates aligned to strategic priorities. ▪ Support the development and delivery of internal KPIs and external benchmarking. 	25%
3	<ul style="list-style-type: none"> ▪ Develop and maintain high standards of data accuracy, consistency and accessibility. ▪ Maintain knowledge of analytical tools (e.g. Tableau, Alteryx, Snowflake) and best practices. ▪ Participate in continuous improvement activities within S&I and wider insight functions. ▪ Support a data-informed culture across the University. 	15%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Understand and interpret complex information and assess the purpose for which outputs are required. ▪ Be able to identify relevant data sources, and support, develop and deliver tested solutions using the best suited tools, technologies and methods. ▪ Strong analytical skills with the ability to identify key findings and trends from complex datasets to answer key business questions. ▪ Ability to manipulate, scrutinise and analyse data and to verify its validity ▪ Ability to work cooperatively and flexibly as part of a small team. ▪ Creative, analytical, detail oriented ▪ Effective user-focused communicator with strong collaboration skills 	<ul style="list-style-type: none"> ▪ Strong interest and ability in data discovery and information and report design.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience developing analysis and visual outputs for executive and operational decision-making ▪ Experience working with technical and non-technical audiences ▪ Understanding of visual best practices and accessibility requirements 	<ul style="list-style-type: none"> ▪ Experience in Higher Education ▪ Understanding and experience of analytical and statistical techniques and software tools. ▪ Awareness of emerging technologies and practices in data analysis and visualisation ▪ Awareness of statistical methods such as significance testing ▪ Awareness of methods of evaluation ▪
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree or equivalent experience in a numeric or analytical, or related field 	<ul style="list-style-type: none"> ▪ Relevant certification or equivalent in data analysis



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



