

### **JOB DESCRIPTION**

<b>Job Title:</b>	Data Analyst
<b>Department:</b>	Finance and Information Services
<b>Contract:</b>	Permanent, Full-time
<b>Salary Range:</b>	£32,348 - £34,308 per annum
<b>Salary Grade:</b>	SS5
<b>Report To:</b>	Head of Strategic Planning and Reporting
<b>Job Purpose:</b>	<p>To support the Head of Strategic Planning and Reporting with internal and external reporting. This would include the development of new reports as requirements increase along with maintaining and improving existing reports.</p> <p>To use statistical modelling techniques such as regression analysis for propensity modelling to assist in the planning function. Understand and advise on OFS and ESFA metrics.</p>
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To extract data (from sources such as Admissions databases, student satisfaction reports, MIS system, Pro-achieve, examinations database and academic database) and undertake analysis using Access, Excel and SQL.</li> <li>2. To support with the calculation and analysis of internal and external performance measures (OFS APP and B3 conditions, TEF, NSS, QAR).</li> <li>3. To support with the extraction, compilation and administration of data for external survey samples and data requests (Birmingham Local Authority, NSS, and International Student Barometer).</li> <li>4. To update and produce regular reports to monitor changes student numbers and performance.</li> <li>5. To provide support with benchmarking activities and reporting for planning and quality assurance purposes to assist management and academic staff in the enhancement of quality and performance.</li> <li>6. To build, maintain and update Power BI reports and troubleshoot any issues with data accuracy or basic technical issues.</li> <li>7. To use statistical analysis where appropriate to provide robust reporting.</li> </ol>

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	<p>8. To provide support to other staff by resolving data issues or inaccuracies and to sense check reports/analysis for errors and/or contradictions with previous findings.</p> <p>9. To monitor changes in published performance indicators and to store and update benchmark/national figures when they are made available.</p> <p>10. To assist in the processing of funding council and other returns in a timely manner such as HESA Data Futures and the Individualised Learner Record.</p> <p>11. To identify and address data anomalies to ensure data consistency.</p> <p>12. To help implement audit controls and procedures for all internal and external MIS audit requirements.</p> <p>13. To implement and act within the financial policies and regulations of the University.</p> <p>14. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>15. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>16. Any other duties as may be required commensurate with the nature and grade of the post.</p>
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**PERSON SPECIFICATION**

<b>Post:</b>	Data Analyst	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience extracting, manipulating and analysing data.	X
2	Proven experience of working with a networked database management system.	
3	Experience of using a reporting tool with a large and complex dataset.	X
4	Experience of working with large volumes of complex and varied data.	X
5	Understanding of practical data manipulation and analysis in a work context	
<b>Skills &amp; Abilities:</b>		
6	Well-developed analytical and numeracy skills, alongside a high-level of proficient in IT inclusive of the Microsoft Suite, Microsoft SQL and Power BI.	
7	Ability to use software tools to interpret and analyse information and statistical software.	
8	Ability to be proactive, meet deadlines and to prioritise and manage accurately a number of different tasks with attention to detail.	X
9	Ability to work as part of a team, pick up new skills and knowledge quickly and work independently with the minimum of supervision.	
10	Good level of interpersonal and oral/written/presentation communication skills.	
<b>Education &amp; Qualifications:</b>		
11	Graduate/equivalent level qualification <b>or</b> commensurate experience in a related discipline.	
12	GCSE (or equivalent) at grade C/4 in English and Maths or demonstrated (through professional experience) competence in respect of literacy and numeracy.	
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<b>Training &amp; Professional Development:</b>		
16	Evidence of, and willingness to engage in, appropriate professional development.	
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<b>Other:</b>		
21	Flexible approach to work.	
22	Commitment to providing a high level of service to management and other staff.	

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23	Demonstrates an understanding of and commitment to the aims and objectives of UCB.	
24	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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