Job Description – MI Analyst

About the Role

To proactively support the MI & Insight Manager in preparation and provision of Management Information to both internal and external customers. To develop and deliver routine MI requests and reports.

Key Responsibilities

- To develop and deliver standard and routine People Services MI reports in line with the annual reporting calendar and in response to ad-hoc reporting requests. This will be achieved by utilising a range of staffing databases/systems.

- To develop and deliver more complex and ad-hoc reporting requirements where frameworks may not exist and data is coming from a variety of complex sources.

- On receipt of MI requests, clarify requirements, identify options to progress, prioritise and plan the work required. Update stakeholders to ensure delivery against agreed timelines and complete necessary checks to ensure the quality and accuracy of the information provided.

- To support the delivery of statistical information, interpretation of data and the presentation of Management Information to meet the needs of internal customers.

- Through the MI and Insight Manager, provide specialist advice and recommendations regarding workforce development and planning, to the Vice Chancellors Executive (VCE), People Services Group Director, and other members of the People Services Leadership Team.

- To be responsible for the provision of the University’s Staffing Management Information to a range of University Committees and Heads of Unit in the form of formal written reports which require detailed data analysis and interpretation including the identification of critical trends and making recommendations to improve and drive business performance, using benchmark data where possible.

- Collecting, manipulating and managing large datasets using various tools: Excel, Excel VBA, Power BI, SAS, MS SQL, COGNOS and PIMS MI (in-house system).

- To provide statistical data for external customers (e.g. National Statistics Office, CIPD, UCEA etc.) on an ad hoc or regular basis whilst ensuring correct compliance with the General Data Protection Regulation (GDPR). These requests can be in the form of the completion of surveys, reports or just data.
• To identify opportunities for continuous improvement in the development, delivery and maintenance of People Services MI reporting.

• A critical aspect of this role is the requirement to liaise with a wide range of staff at all levels within the University and externally, requiring a high level of confidentiality and discretion.

• Undertake other duties as may be determined and agreed by the MI and Insight Manager

Skills and Experience

• Educated to GCSE grade B or equivalent in English Language and Mathematics.

• Excellent attention to detail and strong analytical skills with experience in the provision of management information.

• Experienced in manipulating and analysing data

• Effective communication skills and the ability to effectively prioritise tasks in a fast-paced, responsive, working environment.

• Accountable and responsive; able to deliver outcomes effectively.

• Resourceful and able to identify improvements in data provided to customers

• Excellent interpersonal and influencing skills.

• High level of organisational and planning skills.

• Flexible, versatile and copes well under pressure.

• Considered an experienced user of MS Office.

• High Level IT proficiency including extensive use of advanced Excel.

• Experienced in using Power BI and MS SQL.