Job Description – Junior MI Analyst

About the role
To proactively support the MI Analysts and 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.

• Support the MI Analysts in the development and delivery of 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.

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

• To provide statistical data for external customers (e.g. National Statistics Office, CIPD, DLA Piper, 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.
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.
- 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 eager to develop skills in programming and data analysis.
- Flexible, versatile and copes well under pressure.
- Considered an experienced user of MS Office.
- High Level IT proficiency including extensive use of advanced Excel.