Job Description – Senior Analyst

Data and Student Analytics, CIO Portfolio

About the Role

The main purpose of this role is to lead pieces of complex strategic analysis to drive improved business performance, primarily focusing on improved student success and satisfaction. The post holder will be responsible for leading the end to end process of strategic analysis, from defining the initial scope of work, being responsible for analysis and delivery of the final output.

Key Responsibilities

Analysis
• Work with relevant stakeholders across the university to define the scope of analysis to be completed and distilling the complex to simple.
• Lead the development of coherent and relevant analytical frameworks which deliver actionable business insights which drive improved student success and satisfaction.
• Carry out robust analysis using a range of complex data sets, including both qualitative and quantitative data and interpret findings to identify appropriate business recommendations.
• Bring together the output from analysis into simple and persuasive stories and present these findings to stakeholders across the university.

Leadership
• Work autonomously on delivering pieces of strategic analysis and make decisions on the direction of work.
• When required, lead other analysts in the delivery of work, providing strong direction and acting as mentor in the development of technical and analytical skills.

General support
• Take a proactive approach to work and be flexible and adaptable to meet the changing demands of the unit and the University.
• Pay close attention to detail in all aspects of work to ensure a high standard of output.
• Ensure that all relevant data protection, information security and data retention policies are adhered to.
• Undertake any other duties which may reasonably be required
• Demonstrate a strong commitment to the principles and practice of equality and diversity

Skills and Experience
• Undergraduate degree / equivalent, or work experience at a comparable level, in a subject with a strong mathematics or statistics element.
• Strong practical ability to manipulate and analyse large and complex datasets (using SAS, SQL, SPSS or equivalent), and to take a lead role in advising and developing other analysts in these skills.
• Proven ability to understand complex business questions and take a lead role in the development of a coherent analytical framework which delivers insight into performance
• Experience of taking a lead role in analysing complex data from a wide range of sources including both qualitative and quantitative data, applying or drawing on statistical techniques where appropriate, and interpreting outputs to identify business recommendations which drive improved performance
• Ability to tell simple and persuasive stories, using the outputs from data analysis, that answer complex problems and to present complex pieces of analysis to a variety of stakeholders, including both technical and non-technical audiences
• Excellent team working skills, with the ability to lead other analysts to deliver required outputs to given deadlines and to make and implement effective decisions in this context
• Excellent communication and presentation skills, both oral and written, with a proven track record of working across all levels of the organisation
• Able to work independently, prioritise workload, work well under pressure and respond to change in a flexible and positive manner
• Strong working knowledge of using Microsoft Office applications to create visually impactful presentation of data analysis outcomes and recommendations