**Senior Data Analyst**

**Responsible to:** Senior Analyst Developer - Team Leader

**Responsible for:** Development of forward-looking, predictive, real-time, model-based insights to create value and drive effective decision-making

**Grade of post:** Scale PO(c) SCP 35-38 per annum

**Hours of work:** 37 hours per week

**Work location:** Based at Wellington Road Campus but will be responsible for the service across all sites and therefore will be required to work across all sites

**Job Purpose:**

To provide management information making it easier to surface opportunities, identify risks, analyse trends, to drive effective decision-making. Presenting findings and data insights in creative ways to facilitate the understanding of data across all areas of the College.

**Key Responsibilities:**

Set standards for data modelling and design tools and techniques, advise on their application, and ensures compliance. Manage the investigation of corporate data requirements, and co-ordinate the application of data analysis, design, and modelling techniques, based upon a detailed understanding of the corporate information requirements, in order to establish, modify or maintain data structures and their associated components (entity descriptions, relationship descriptions, attribute definitions). Manage the iteration, review and maintenance of data requirements and data models.

Establish the purpose and parameters of the data visualisation. Provide overall control, to ensure appropriate use of data visualisation tools and techniques. Format and communicate results, using textual, numeric, graphical, and other visualisation methods appropriate to the target audience. Advise on appropriate use of data visualisation for different purposes and contexts to enable requirements to be satisfied. Develop plans showing how the identified user needs will be met. Lead exploration of new approaches for data visualisation.

Assess, analyse, develop, document and implement changes based on requests for change.

Use database management system software and tools, and knowledge of logical database schemata, to investigate problems and collect performance statistics and create reports. Carry out routine configuration, installation, and reconfiguration of database and related products. Develop and configure tools to enable automation of database administration tasks. Identify problems and issues and recommend corrective actions.

**Other Duties and Responsibilities:**

* To carry out all duties in accordance with the College’s Health and Safety policies and procedures.
* To carry out any other duties as directed by your Line Manager.

**Safeguarding**

The College is committed to safeguarding and protecting the welfare of learners and expects all who work with or on behalf of the College to share this commitment. All roles within the College therefore are subject to DBS regulations.

The College considers that the job holder for this role should have a DBS Enhanced.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education/Qualifications** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * Qualified to degree level
* Professional qualification e.g., relevant degree / postgraduate
 | **X****X** |  |  |
| *Desirable:* |  |  |  |
| * ITIL Qualifications
 | **X** |  |  |
| **Technical Skills** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * Experience of Microsoft SQL Server, Reporting Services, Power BI
* Knowledge of student information systems, preferably Tribal EBS
* Able to demonstrate evidence of delivering excellent customer service
 | **X****X****X** | **X****X** |  |
| *Desirable:* |  |  |  |
| * Experience of machine learning
* Knowledge of SharePoint and other Office 365 products
* An appreciation of the student recruitment cycle, to ensure services are developed ready to perform
 | **X****X****X** | **X****X****X** |  |
| **Personal/Behavioural Attributes** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * A self-starter, able to work with a high degree of autonomy
* Enthusiastic and positive – ‘can do’ attitude
* Highly innovative
* Excellent IT skills
* High standards of customer care
 |  | **X****X****X****X****X** |  |
| *Desirable:* |  |  |  |
| * Ability to challenge the ‘norm’/established practices and demonstrate ability to ‘think outside the box’
 |  | **X** |  |
| **Other Requirements** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * Willingness to learn and undertake training to support the role
* A need to discover what new technology can provide
 | **X****X** | **X****X** |  |

**S/L = Short Listing**

**I = Interview**

**A = Assessment**

**Equality and Diversity**

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our College from all groups irrespective of race, gender, age, disability or sexual orientation. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with groups and individuals on ways in which our equal opportunities policies and practice can be enhanced.