1 Advertisement

Post Title: Data and Insight Analyst (2 posts)
School/department: University Operations and Strategic Planning Division
Hours: full time or part time hours considered up to a maximum of 1.0 FTE
Requests for flexible working options will be considered (subject to business need).
This role is a hybrid home/campus role with up to 50% of time workable from home
Contract: Permanent
Reference: 10295
Salary: starting at £35,333 to £42,155 per annum, pro rata if part time
Placed on: 07 December 2022
Closing date: 16 January 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: Early 2023

The University Operations and Strategic Planning team at the University of Sussex has a vacancy for a Data and Insight Analyst to join a busy and enthusiastic team who support strategic and operational planning, data analysis and insights and data governance. This is an exciting time for the University as a new Vice Chancellor has just joined us and we prepare to develop our new strategy.

This key role will provide expert analysis and reporting to support decision-making on a wide range of topics related to university performance, student experience and outcomes. You will work with colleagues across the university to identify business questions and use your analytical and technical skills to find solutions and insight.

We have a beautiful campus in the South Downs, with cosmopolitan Brighton as our host city, but have also adopted a hybrid model of working which enables home working as well as time on-campus.

The Planning team is friendly and creative and this is a real opportunity for someone looking to move into or take their next steps in strategic planning within Higher Education.

Please contact Josh Costa, Head of Data and Insight (joshua.costa@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.
2. University Operations and Strategic Planning

The University Operations and Strategic Planning division sits at the heart of the University of Sussex, reporting to the Chief Operating Officer. The Planning team provide key data insights and business intelligence to a wide range of stakeholders across the University. We support processes such as academic business planning and the annual portfolio review, groups managing the Access and Participation Plan and Teaching Excellence Framework, and we have roles in data governance, quality assurance and data submission.

3. Job Description

Job Description for the post of: Data and Insight Analyst

Department: Planning
Section/Unit/School: University Operations and Strategic Planning
Location: Sussex House, University of Sussex, Falmer, Brighton
Grade: 7
Responsible to: Head of Data and Insight
Responsible for: N/A

Job Purpose

The post holder will provide reporting solutions and deliver data insights and business intelligence across the University. This will involve the creation and maintenance of interactive dashboards as well as workflows to automate data extraction and transformation for regular reports. They will work closely with stakeholders to develop assessment and evaluation frameworks that enable the University to understand the impact of its activities.

The post holder will be responsible for presenting analysis to various audiences and supporting them in making the right decisions. They will work with the wider University community to embed the use of data in daily processes, raise data literacy, provide training in data tools and communicate with business intelligence stakeholders.

The post holder will work closely with colleagues from other departments to identify data quality issues and develop proposals on improving data structure and utilisation. They will be involved in work to integrate data sources, reduce complexity and make data more accessible and deployable.

Principal Accountabilities

- Develop reports, dashboards and visualisations to monitor key metrics of the university
- Generate in-depth analysis and insight that informs decision-making across the institution
- Evaluate the performance and impact of activities, particularly in relation to the university’s Access and Participation Plan
- Contribute to the development of a ‘single source of truth’ data infrastructure
• Help to establish a Data Governance framework, ensuring that data assets are accurate, secure and useful
• Champion the use of data across the business and support other departments to make the best use of the information that is available to them
• Respond to data requests, gathering requirements, establishing the best data sources, and delivering results efficiently and repeatably

Indicative Performance Criteria

• The post holder reports to the Head of Data and Insight; working under general direction within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the Operations and Planning team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
• Support achievement of the Operations and Planning teams’ compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

4. Person Specification

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Degree or equivalent experience</td>
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<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Aptitude for logical analysis and interpretation of data, and an expert in the clear presentation of accurate data in high quality reporting</td>
<td>X</td>
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<td>Expert IT user including spreadsheets, project management tools, web facilities and core Microsoft Office software</td>
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<td>An articulate and confident communicator, with strong interpersonal skills</td>
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<td>Proficient user of Business Intelligence software (Eg Power BI, Tableau etc.)</td>
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<td>Ability to query relational databases</td>
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<td>Proven ability to work using own initiative and solve problems, whilst also working as part of a team</td>
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<td>Highly developed planning and organisational skills and an ability to prioritise work and meet competing demands in a busy environment</td>
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Knowledge and Experience
| Experience of working across a complex organisation and of managing relationships with project, business or data owners | X |
| Knowledge and understanding of the Higher Education sector | X |
| Experience of working with HESA and/or OfS data | X |