IT Services are delighted to advertise a fantastic opportunity for you to develop and enhance your expertise in the rapidly growing field of Business Intelligence. The university is looking for a talented individual to join the management information team. You will enjoy what is both a highly technical role and the opportunity to work closely with colleagues in the business as the organisation seeks to mature and enhance its BI initiatives. The role encompasses all aspects of the university's information management focusing on data warehousing, reporting, analytics and BI content management. You will develop and maintain data marts in our enterprise data warehouse, integrating information from various sources. This will include business analysis, data modelling and excellent communication and interpersonal skills as you take on the challenge of the continually increasing business demands for intelligence.

Closing date for applications: 11 December 2016

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
systems as well as in-house systems such as student records and staff administrative systems, delivered through our Sussex Direct web portal.

4. **Job Description**

   **Job Description for the post of: Business Intelligence Analyst / Developer (ITS14-2)**

   **Department**  
   IT Services

   **Section / Unit / School**  
   IT Applications

   **Location**  
   Shawcross / ITS buildings

   **Grade**  
   7

   **Responsible to**  
   Management Information Team Manager

   **Responsible for**  
   No reports

   **Purpose of the post:**

   To work closely with colleagues in the Management Information team, IT Services and data owners within the university business areas to deliver business intelligence and operational reporting. To continue the development and maintenance of the University’s data warehouse. To administer and develop the technical environment within which people at all levels obtain information. To gather and analyse requirements, specify, design, develop and deploy relational and multi-dimensional reporting portals, dashboards and scorecards.

   **Key Responsibilities:**

   1. Data Warehouse development. 25%
   2. Business intelligence requirements gathering, analysis, specification. 20%
   3. Report authoring and maintenance. 20%
   4. Data Warehouse maintenance and systems administration of the technical environment that supports the production of management information. 10%
   5. Dimensional and relational data modelling. IBM Cognos Framework manager modelling and maintenance. 10%
   6. Assist with the ITS-wide user support operation and provide training both to report consumers and other report authors. 5%
   7. To undertake distinct DW/BI projects through the complete life cycle under the guidance of the MI Team Manager. 5%
   8. Keep up to date with developments and trends in BI and data warehousing Software and their usage within the HE sector. 5%
Specific Areas of Responsibility

1. Data Warehouse development.
   1.1. Participate in a programme of conformed data mart projects with each release cycle including capture and analysis of reporting requirements.
   1.2. Load university systems and external data into the data warehouse and build and develop conformed data marts for BI reporting.
   1.3. Produce data checking reports to facilitate data governance and ensure the integrity of the data in the data warehouse.
   1.4. Modelling of data for extracting, transforming and loading into the data warehouse.
   1.5. Create star schema data models and validate results with representatives of the business area.

2. BI requirements gathering, analysis, specification.
   2.1. Analysis of source data from the university’s business systems and externally provided data.
   2.2. Work with business users to produce requirements specification and technical design documentation for each Data Warehousing project.

   3.1. Work with business users to design and develop IBM Cognos BI 10 authored reports and ad hoc queries. Provide data drill-down and slice-and-dice options to produce authored outputs including operational and statistical reports, interactive dashboards, and scorecards.
   3.2. Migrate operational and statistical reporting to scheduled upgrades of reporting systems (e.g. current migration from IBM Cognos Series 7 to Cognos BI 10).
   3.3. Participate in Research & Development activities to investigate areas such as metrics and predictive analytics.

4. Data Warehouse maintenance and systems administration of the technical environment that supports the production of management information.
   4.1. Work with the Database Administrator and colleagues in the MI Team monitoring and tuning queries and scheduling data warehouse loads, addressing user questions concerning data integrity, monitoring performance and communicating functional and technical issues.
   4.2. On-going administration and maintenance of Data Warehouse, IBM Cognos Framework Manager Models, IBM Cognos BI portals: report folders and portal tab structure design; user access and folder and data security.
5. **Dimensional and relational data modelling. IBM Cognos Framework manager modelling and maintenance.**

5.1. Design, create or enhance IBM Cognos Framework Manager models to deliver the specified environment for both ad hoc and professionally authored reporting.

6. **Assist with the ITS-wide user support operation and provide training both to report consumers and other report authors.**

6.1. Support other report authors embedded in the business areas of the university by providing ad hoc training in Cognos BI studios.

7. **To undertake distinct DW/BI projects through the complete life cycle under the guidance of the MI Team Manager.**

8. **Keep up to date with developments and trends in BI and data warehousing Software and their usage within the HE sector**

8.1. Attend trade shows and conferences targeted at HE.

8.2. Face-to-face networking with people in similar roles in other HE institutions or similar

8.3. Personal R&D to extend knowledge of the software we use and its application.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date August 2014

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5. **Person Specification**

Person Specification for the post of: Business Intelligence Analyst / Developer

**SKILLS / EXPERIENCE**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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</table>

| **Within a complex data warehouse environment, hands-on data warehousing project experience and experience in full life cycle Business Intelligence requirements gathering and analysis, development, implementation, tuning and support** | X |

| **Hands-on experience in relational and multi-dimensional data modelling, including multiple source systems from databases and flat files, and the use of standard data modelling tools** | X |

| **Hands-on experience of ETL development (preferably using Wherescape RED)** | X |

| **Experience working with BI software (preferably Cognos BI, including Framework Manager, Report Studio and Analysis Studio at version 8 or above)** | X |
## Analytical skills and the ability to use them effectively in an information systems or data analysis environment, identifying wider implications and strategic goals

* X

## Experience of working in a complex business environment

* X

### KNOWLEDGE

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td>Sound understanding of BI best practices and methodologies, relational structures, dimensional data modelling, structured query language (SQL) skills, data warehousing and reporting techniques</td>
<td>X</td>
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<tr>
<td>Knowledge of data warehouse architectures</td>
<td>X</td>
</tr>
<tr>
<td>A knowledge of systems and data security issues – including an understanding of the Data Protection Act and other relevant legislation</td>
<td>X</td>
</tr>
<tr>
<td>Understanding of the Education sector and its corporate processes; Finance, HR, Student systems, Research Management Systems</td>
<td>X</td>
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</tbody>
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### QUALIFICATIONS

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent technical or professional qualifications</td>
<td>X</td>
</tr>
</tbody>
</table>

### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to communicate clearly in speech and in writing and translate complex technical concepts for end users of all levels of technical competence</td>
<td>X</td>
</tr>
<tr>
<td>Ability to work effectively in a team environment, sharing knowledge and skills and developing productive working relationships</td>
<td>X</td>
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<tr>
<td>Ability to manage competing end-user demands and time-critical schedules, prioritising simultaneous issues and rapidly evaluate alternate action plans</td>
<td>X</td>
</tr>
<tr>
<td>An ability to acquire new skills and eagerness to learn</td>
<td>X</td>
</tr>
<tr>
<td>An ability to manage time effectively and plan work to achieve goals</td>
<td>X</td>
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