Candidate Information

Position: Data Analyst
School/Department: Gender Initiative (Registrar's)
Reference: 21/108580
Closing Date: Monday 25 January 2021
Salary: £33,797 - £40,322 per annum
Anticipated Interview Date: Wednesday 3 February 2021
Duration: This is a full-time temporary position available until 1 November 2023

JOB PURPOSE:

This role seeks to make meaningful efficiencies and synergies across both the SWAN and REC agendas and programmes of work. The post holder will play a key role working with complex data to highlight different demographic profiles of departments and Schools with the University in order to help drive organisational cultural change. Collaborating with a broad range of colleagues across the University, the post holder will identify the information requirements, establish where and how the necessary data can be obtained, set up protocols and processes for data collection, and will design and produce reports, charts and graphs for further analysis.

MAJOR DUTIES:

1. To support the Institutional SWAN and REC and, where appropriate, School SWAN submissions by collating, analysing and interpreting complex statistical management information (from various stakeholders, datasets and University groups) to formulate competitive applications.
2. To design and develop reports to track the University's or Schools' progress against qualitative and quantitative objectives set out in SWAN and REC applications, to provide robust analysis and to inform decision making.
3. To identify and ensure the integrity and availability of suitable data relevant to SWAN and REC to support strategic decision making and implement reporting systems to benefit the Institutional SWAN and REC as required.
4. To undertake benchmarking of QUB data (relevant to SWAN and REC) with data from other UK and international universities and external organisations and partners as appropriate.
5. To develop effective networks with colleagues across the University to share best practice and enhance data capture, data quality and data verification processes in support of the Institutional SWAN and REC and participate in project teams representing the Institutional SWAN and REC.
6. Adopt a proactive approach to identifying and obtaining a range of data sources to provide insight and recommendations that drive a continuous improvement ethos in the work of the Institutional SWAN and REC.
7. To hold regular data workshops to brief SWAN Champions and Self-Assessment Teams and other institutional leaders in SWAN and REC space on data availability, data quality and data definitions.
8. To develop SWAN submission data toolkits to facilitate SWAN submissions.
9. To provide management information including regular reports to the Institutional Self-Assessment Team summarising progress against operational and strategic targets, including highlighting any significant adverse performance, issues or risks.
10. To carry out other duties which are appropriate to the post as may be reasonably requested by the QGI, SWAN and REC leadership team.

Planning and Organising:

1. To work with minimal supervision, planning and organising own work, managing conflicting and changing priorities.
2. To monitor progress of self and others, ensuring agreed key data initiatives and operational plans are implemented and meet with professional and quality standards.
3. To take a lead role in communicating information on new data developments and changing priorities to relevant stakeholders to support effective decision making, maximising quality, efficiency and continuity.

Resource Management Responsibilities:

1. To contribute to the management of resources within the area of responsibility to ensure they are effectively managed and monitored; and contribute to the wider Faculty resource planning process.
2. To organise and manage own time and workload to support the achievement of University SWAN objectives.

Internal and External Relationships:
1. To maintain regular contact with the QGI, SWAN and REC leadership team, in particular the Director, the SWAN Academic Lead and Institutional Self-Assessment Team.
2. To establish and maintain effective relationships with SWAN Champions and School Self-Assessment Teams providing relevant information as required.
3. To work closely with staff in Faculty, Schools, and Professional Services Directorates in resolving SWAN related data access, data quality and information systems issues.
4. To meet as required with any relevant project teams, sub groups or other groups as required to discuss progress and give expert input.
5. To liaise with Advance HE in relation to data presentation within applications.

ESSENTIAL CRITERIA:
1. Degree or equivalent qualification, with a strong data handling/analysis element
2. A minimum of three years' relevant experience working in a Data Analyst/ Information Analyst role (or similar role) to include experience in the following:
    •Direct responsibility for collecting, analysing, reviewing and presenting data to inform strategic decision making
    •Strong spreadsheet and database query experience
    •Successful project co-ordination experience across a range of activities and managing competing priorities to achieve milestones on schedule providing specialist, professional advice, support and/or training
    •Interrogating multiple connected and disconnected bespoke business systems across an organisation and pulling that information into accessible formats and presenting recommendations and conclusions in support of business decision making.
3. Experience and proficiency across a platform of relevant data analytic software e.g. Microsoft Office, Excel, SPSS, Power BI.
4. Demonstrable ability to present and analyse large amounts of data with strong spreadsheet and database query experience and the ability to develop useful formats and actionable insights.
5. Demonstrable ability to simplify complex data.
6. Demonstrable ability to simplify and present complex data to a range of audiences.
7. Excellent communication skills (written and oral).
8. Excellent interpersonal skills, including evidence of positive negotiation and influencing skills with an ability to be proactive.
9. Willingness to work flexibly and occasionally beyond normal working hours to meet the requirements of the post.

DESIRABLE CRITERIA:
1. Experience of working in the Higher Education sector.
2. Experience of Athena SWAN applications – institutional and/or School.
3. Proven track record in HR analytics or equivalent.
4. Experience in creating and maintaining business dashboards through the use of data visualisations to simplify complex datasets.