



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Data Analyst, Student Lifecycle Programme / Corporate Processes and Systems Programme



Salary: Grade 7 (£33,199 – £39,609 p.a.)

Reference: CSFIN1054

There are 3 posts available

Fixed-term for 2 years

We will consider flexible working arrangements

Data Analyst

Student Lifecycle Programme / Corporate Processes and Systems Programme

Are you an enthusiastic and skilled Data Analyst who can support delivery of a large complex programme? Are you a skilled problem solver? Do you have excellent communication and influencing skills? Would you like to join a team that supports change and development in a complex organisation?

The University of Leeds is currently progressing two transformational change programmes: the Student Lifecycle Programme and the Corporate Processes and Systems Programme. Both are multi million pound, 3-5 year programmes involving processes, systems and ways of working changes.

The Student Lifecycle Programme (SLP) is in the first year of an exciting 4 year programme to enhance the processes, systems and ways of working that support students on their lifecycle from initial enquiry through to joining the university, and ultimately graduating from the University. The programme will deliver an integrated record of student and curriculum information, improvements in efficiency, resilient and flexible administrative systems, and an enhanced student and staff experience. The programme is wanting to build its data team; a data lead/senior data analyst, data architect and analysts. This team will work within an existing team of 40+, including programme and project managers, business and process analysts, IT technical experts and subject matter experts in student education related areas.

The Corporate Processes and Systems Programme (CP&S) is an anticipated 5 year programme which includes process and systems change across Finance, Human Resources, Procurement and Strategy and Planning. The vision to create a University enabled by streamlined and consistent processes and robust and insightful data, with clear ownership and control, supported by modern and future-proofed technology that is understood and enjoyed by its users. Our ambition is to reduce the time that academic and professional services staff spend on transactional activity and the manual preparation of plans, forecasts and reporting, which will allow a stronger focus on academic and service delivery, business partnering and other value-adding activity.



We are looking for a Data Analyst to support each of the programmes to deliver systems that support effective and efficient business processes and align with University Strategy. You will be a skilled problem solver with the ability to communicate effectively with a diverse range of people. The role requires that you will be experienced in eliciting data requirements and able to communicate data issues clearly. An effective team-player, you will be self-motivated, and able to prioritise your own workload and managing conflicting demands.

What does the role entail?

As a Data Analyst your main duties will include:

- Working closely with Senior Data Analysts and Data Architect to produce deliverables in the following areas:
 - Data lineage – documenting as-is and to-be data flow and systems landscape;
 - Data catalogue – documentation of data owners, data definitions, quality rules and data flows. Documenting/recording the data consumers to the data catalogue;
 - Data profiling – profiling data to provide insight around quality and coverage;
 - Data requirements gathering – working with business to align business requirements with data requirements and data mappings;
 - Data consumption requirements – working with the business to understand reporting landscape and requirements;
 - Facilitate workshops to elicit data requirements to support in the development of data models;
- Providing data analysis in support of business system design, data integration design, operational reporting design, and analytics and data warehousing;
- Consulting with data practitioners across the University with the purpose of developing agreed data governance artefacts such as data definitions, business and technical data standards;
- Contributing to the process of identifying and agreeing Trusted Data Sources and supporting initiatives to improve data quality;
- Gathering data management requirements from business users and project teams. Developing analytical techniques to extract and interrogate data from various business systems;



- Collaborating with key stakeholders through all stages of design, development and testing to ensure that data designs meet the users' requirements and presenting data solutions;
- Identifying opportunities for improvement in the processes, capabilities and collaboration of the Business Application and Data Team;
- Maintaining up-to-date knowledge of regulatory data compliance issues and applying University data policies, data governance standards and principles;
- Providing advice, coaching and support to less experienced members of the Data Analyst team.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Data Analyst you will have:

- Experience working on data transformation projects, including data sourcing and data mapping;
- Stakeholder management and workshop facilitation;
- Good understanding of data governance standards and principles;
- Good understanding of data quality standards and principles, and experience in capturing data quality rules;
- Experience with creating and maintaining data dictionaries/data catalogues;
- Attention to detail and experience of translating data requirements into quality documentation;
- Basic understanding of data models and the use of them to support the capture of data requirements;
- Experience of working to deadlines, prioritising a complex range of tasks to ensure delivery in a role which has made competing demands on your time;
- Experience of building successful working relationships with a wide range of stakeholders ;
- Ability to effectively influence the outputs of others and to successfully convey complex information to a wide range of audiences.

You may also have:

- Higher Education, HESA and Banner experience (SLP);



- Finance, HR or SAP experience (CPS);
- SQL programming for data profiling and analysis;
- Qualifications in a related discipline (e.g. BCS Data Analysis).

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

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Christopher Rowe, Programme Director (Corporate Processes & Systems Programme)

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Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

