



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

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



Salary: Grade 8 (£40,792 – £48,677 p.a.)

Reference: CSFIN1055

There are two posts available

Fixed-term for 2 years

We will consider flexible working arrangements

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

Are you an experienced and highly skilled Data Analyst professional working at a senior level 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 Senior 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 subject matter expert on data analyst with considerable experience to effectively elicit requirements and model data to align with business processes, with a working knowledge of relevant modelling techniques.

What does the role entail?

As a Senior Data Analyst your main duties will include:

- Supporting the programme Data Architect in delivery of the data work stream within a large transformation programme providing guidance to Data Analysts working on the delivery of data work packages:
 - Data lineage – documenting the ‘trusted source’ of data and the flow of data within the organisation;
 - Data cataloguing – capturing business definition and other metadata for in scope data items;
 - Data profiling – using database queries to build a view of the data held;
 - Data requirements gathering – working with the business and technical colleagues to understand data issues and requirements for new solutions;
 - Data consumption requirements – working with the business to understand current reporting landscape and future requirements;
 - Data quality definition and reporting requirements – working with the business and IT to document Data Quality rules, thresholds and help to define the ongoing data quality management strategy;
 - Data Governance – assign and communicate data governance (ownership and stewardship) roles and responsibilities in line with the UoL Data Strategy.
- Leading, managing and monitoring data analysis activities on high-profile and strategic projects and programmes;
- Developing options to meet data-related needs and objectives and inform recommendations which will have long term and strategic impact;
- Engaging and managing stakeholders both within the Programme and the Business, to define data requirements and identify the impacts of change;
- Facilitating workshops and meetings with key stakeholders to identify business drivers and validating key assumptions around the provisioning of data to ensure that stakeholder expectations are managed effectively;
- Supporting the Data Architect by contributing to the development and maintenance of the Enterprise Data Model for the University;



- Engaging with external suppliers to ensure data requirements are understood;
- Overseeing the process of identifying and agreeing Trusted Data Sources and leading on initiatives to improve data quality.

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 Senior Data Analyst you will have:

- Experience of leading and developing data analysts, providing advice and guidance on data analysis approach and providing professional oversight and review of data analyst deliverables;
- Experience of successful data work package delivery in a large organisation as a Data Analyst, particularly within large scale transformation programmes;
- Strong understanding of information lifecycle management, data retention and data classification;
- Extensive experience of effectively analysing problems and data, paying high attention to detail and presenting options, recommendations, solutions and information in a meaningful way to diverse range of audiences;
- Experience of working to deadlines, being accountable for prioritising a complex range of tasks, undertaken by you and others, setting appropriate direction and goals for others, with a high degree of initiative;
- Strong understanding of Data Governance principles and experience applying these within a project environment;
- Stakeholder management across technical and non-technical sponsors from Architect to analyst level;
- Experience of working with structured and unstructured data.

You may also have:

- Knowledge of data modelling techniques and tools;
- Experience of delivering within programmes utilising one or more of the follow technologies or designs Banner (SLP), SAP (CPS), Data Warehouse, Data Integration, Business Intelligence, CRM (SLP), Financial modelling applications (CPS);



- Experience of using data catalogue application such as IBM Infosphere, Collibra, SAP Data Hub, Azure Data Catalog;
- Experience of writing database queries to interrogate, analyse and manipulate data;
- Master and reference data management experience;
- Experience of leading a small team of Data Analysts;
- 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.

