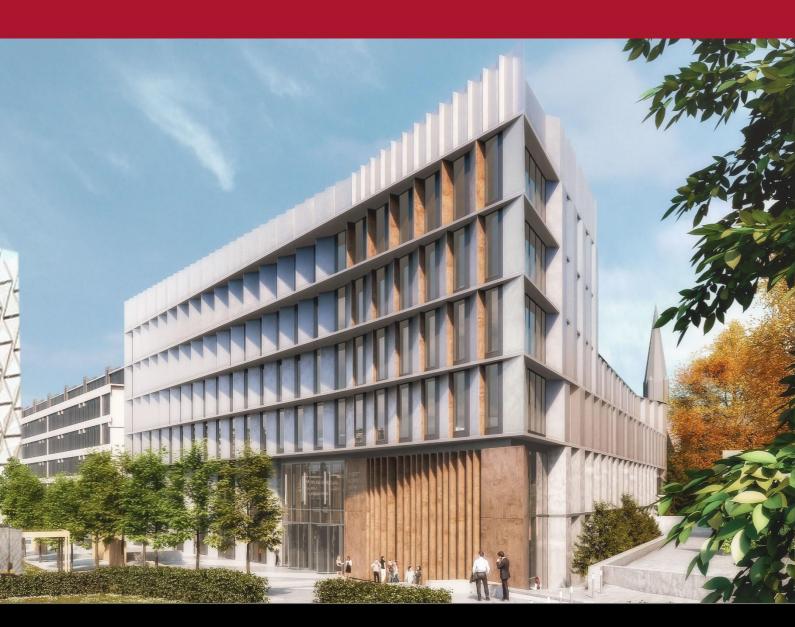# CANDIDATE BRIEF

Business Intelligence Lead, Strategy and Planning

Salary: Grade 8 (£41,526 - £49,553 p.a.)
Reference: CSSPO1070

Fixed Term until 31st October 2021 due to temporary absence

We will consider flexible working arrangements

Business Intelligence Lead
Strategy and Planning

Are you passionate about supporting data-driven decision making at a senior level, through data visualisation, storytelling and insight? Are you interested in helping transform our current management information service into a dynamic, strategically-aligned business intelligence and data analytics (BIDA) service?

Based within Strategy and Planning, you will play a key role in implementing and delivering the new BIDA service, under the guidance of the Head of Business Intelligence & Data Analytics. You will have lead responsibility for a group of analysts and for the development of suites of business intelligence reports across a number of key themes, including the student lifecycle, international reputation measures and institutional key performance indicators. You will work in partnership with subject matter experts across the institution, and ensure that new business intelligence (BI) reports are aligned with institutionally agreed dataset priorities, definitions and methodologies. You will help ensure that the team is equipped to deliver the new service, and that analysts and decision makers across the University work to best practice guidelines and are well trained and supported by the service.

What does the role entail?

As a Business Intelligence Lead your main duties will include:

- Leading, managing and developing a group of analysts, engaging them in the design and implementation of the service, ensuring effective and timely input and communications, the development and implementation of the team's change agenda, and standardising ways of working;
- Working with subject matter experts and guiding team members with larger, multifaceted business intelligence analyses, taking overall responsibility for the analysis, presentation and collection of feedback from internal stakeholders, including senior management and academics;
- Increasing the use of data visualisation and analytical techniques, tools and best practice, to embed evidence-based decision making within the institution;
- Ensuring the continued delivery of the current management information (MI) service during the transitional period, delivering corporate management information to inform the University's considerations and decision-making, and to allow others to discharge their strategic responsibilities;

- Drawing on expertise from across the institution, provide expert advice on priority datasets, their data definitions, governance and analytical methodologies and outputs;
- Engaging with and supporting end users through timely communications, developing and delivering end user training to enable devolved understanding and utilisation of standard datasets and analytical tools;
- Supporting the Head of Business Intelligence & Data Analytics in ensuring the ongoing review, updating and continuous improvement of the BIDA service in response to changing internal and external drivers;
- Supporting the Head of Business Intelligence & Data Analytics in contributing to cross-institutional change initiatives;
- Provision of management information for key statutory returns (including the HESA student data collection) – supporting the Policy, Funding & Regulation team to produce accurate, timely and compliant returns;
- Ensuring the BIDA team operate in line with the University's information security policy and procedures and any supplementary external statutory and data supplier conditions, including data protection;
- Supporting the development and implementation of a business intelligence and data analytics career pathway, in partnership with HR.

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 Business Intelligence Lead you will have:
- A degree or equivalent professional qualification/experience which involves statistics, data analysis or research methods;
- Knowledge and experience of working effectively across a broad range of stakeholders;
- The proven ability to effectively develop, manage and deliver a high quality BI/data analytics service within the strategic context, ensuring continuous improvement and ability to adapt the service in response to changing organisational needs;

- Significant and broad-based knowledge of administrative datasets, definitions, analytical methodologies and tools and their utilisation for strategic MI/BI purposes;
- Demonstrable ability to design and deliver training on MI/BI analytical models and reports to a broad range of devolved end-users;
- Excellent leadership and management skills with experience of successfully leading and managing individuals and teams to achieve common objectives, (with or without formal line management responsibilities);
- Excellent IT and communication skills, with the ability to assimilate, summarise and convey complex quantitative information, which is accurate, concise, and tailored to meet the needs of different audiences and a multitude of purposes;
- Excellent interpersonal skills with a consultative and collaborative approach, and experience of engaging effectively with colleagues in order to manage competing priorities and achieve consensus;
- A confident and professional approach, with the ability to develop and maintain effective working relationships with colleagues at all levels and across all disciplines;
- A solutions-focused, proactive and innovative approach;
- The ability to demonstrate a commitment to your own personal development and that of others.

You may also have:
- Experience of leading, managing and supporting teams;
- Experience of using a business intelligence tool, such as Tableau, Power BI or QlikSense;
- Experience of working with higher education datasets;
- Knowledge of analysing data using a statistical toolset or statistical techniques;
- A sound understanding of information security issues, with experience of ensuring operational implementation of associated policies and procedures.

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:

Alistair Knock, Head of Business Intelligence and Data Analytics
Tel: +44 (0) 113 343 0850
Email: a.knock@leeds.ac.uk

Additional information

About the service

Business Intelligence & Data Analytics is one of three teams within Strategy and Planning, working closely with the Strategy, Planning & Performance and Policy, Funding & Regulation teams. The teams have different focuses and specialisation but work toward the same overall remit of enabling successful and timely delivery of the University's strategic ambition.

With the appointment to this role, we'll be a team of 12, with 8 focusing on data visualisation analytics and 4 focused on service transition, development and delivery. As part of our transformation we're exploring a wide range of visualisation, statistical and data transformation tools such as Alteryx, Power BI, R, Tableau, SAS and QlikSense. We have regular team huddles and will have hack days several times a year.

In designing the service we spoke to a large number of key stakeholders from across the academic and professional service communities, and held several team discussions which centred around seven 'user stories' describing the future of BI at Leeds. From these discussions we agreed and are adopting 12 key principles:

- We are the main provider of data visualisations, information storytelling and analysis to support question-led, evidence-based strategic decision making;
- We will focus on business intelligence and data analytics, and will not typically produce management information and operational reporting;
- Our remit will permit working across and in partnership with all thematic and functional areas, guided by institutional BI priorities;

- We will use and support the creation of standard University datasets which provide single versions of the truth to enable system integration and accurate, consistent and timely reporting;
- Where possible we will streamline and automate routine tasks in high risk areas such as compliance, both within the service and providing guidance and support to do so across the University;
- We will select the best tool for the task at hand (where benefits give high value for money), rather than repurposing single tools not fit for purpose, and will keep abreast/ahead of technology norms in the sector;
- We will establish clear service levels and adopt development and documentation practices which are open and transparent;
- We will focus on empowering end-users with confidence and trust in our outputs, and will understanding their needs by "stepping into their shoes";
- We will be integrated into/allied with decision-making structures as appropriate in order to ensure we can support institutional strategic processes;
- Partnering with subject matter experts and other analysts, we will develop and sustain an analysis 'how to' community of practice and an information sharing 'what to do now' forum;
- We will evolve our team culture, practices and norms over time to allow and enable the agility required to fulfil our remit;
- We will aspire to lead the sector in our business intelligence service development and delivery capability.

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.