



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

### **Business Intelligence Analyst, Strategy and Planning**



**Salary: Grade 6 (£27,511 - £32,817 p.a.)**

**Reference: CSSPO1072**

**Fixed term until January 2021 to cover maternity leave**

**We will consider flexible working arrangements**

## **Business Intelligence Analyst Strategy and Planning**

**Do you have strong analytical skills and a questioning nature? Are you experienced in drawing insight from data and passionate about using data visualisation to support evidence-based decision making?**

Based within Strategy and Planning, you will work alongside colleagues to develop and deliver our business intelligence reporting commitments. The Business Intelligence and Data Analytics team provide high quality data visualisations and analysis to help answer key institutional questions and enable evidence-based decision making. This involves working across the student education lifecycle, research and innovation, and other priority areas.

This is an exciting opportunity for a self-motivated, proactive individual with strong analytical skills and a questioning nature to become part of a key central support service.

You will be highly competent in handling and manipulating data to produce high quality analyses to support business decisions and be able to communicate findings to a range of stakeholders. You will have a proven track record of delivering practical results, problem solving and be able to work under pressure. Possessing strong organisational skills, you will also be able prioritise workloads and work to tight deadlines.

You will be self-directing but also work as part of a team and with colleagues across the University. The nature of the role means that there will be a requirement for very occasional weekend and/or evening working.

### **What does the role entail?**

As a Business Intelligence Analyst, your main duties will include:

- Providing high level comprehensive support to the annual cycle of business intelligence provision and ad-hoc analysis;
- Supporting the team manager in responding to, sourcing data, performing analyses and presenting findings and recommendations to key stakeholders;



- Supporting the team leads in developing and maintaining the management information provision landscape and timeline, including cataloguing data-sources, analyses, outputs, stakeholders and their interrelationships;
- Working with other team members on larger multifaceted analyses, taking responsibility for specific aspects of the analysis and contributing to final reporting and feedback to internal stakeholders;
- Contributing to the maintenance of key self-service data-visualisations (e.g. QlikView) and underlying reference data-sets;
- Undertaking analyses of internal and external datasets to monitor business-process progress, evaluate performance and highlight University positioning;
- Proactively staying up to date with developments in the Higher Education sector and contributing to the continuous development of technical expertise within the team;
- Attending working groups and team meetings, contributing proactively to the discussions, providing a source of specialist knowledge, expertise and sharing good practice identified through evaluation exercises;
- Alongside Strategy & Planning colleagues, supporting the delivery of statutory returns for the University of Leeds;
- Developing informal networks and relations with individuals, teams and offices throughout the University in view of service provision and understanding their needs.

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 Analyst you will have:

- Experience of working in an analytical function or as part of a team providing business intelligence and management information;
- A high degree of numeracy, analytical and database skills including proficiency and experience of using Microsoft applications including Excel and Access;
- The ability to organise, prioritise and plan your work independently and effectively working under pressure and to meet strict deadlines;



- Demonstrable experience of accessing, interrogating, interpreting and reporting data and to provide high quality management information and reports, working alongside relevant colleagues at the university;
- Ability to work with a high level of accuracy and attention to detail with methodological approach to work and ability to identify errors, inconsistencies and trends in data;
- Excellent communication skills and the ability to convey complex concepts clearly and effectively to a range of audiences;
- Excellent team working skills with a willingness to work flexibly and work effectively with others as part of a team.

You may also have:

- Experience of working in a Higher Education planning environment;
- Knowledge of analysing data using an appropriate statistical toolset;
- Knowledge and experience of using SQL;
- A degree (or equivalent experience) level education in a numerical discipline;
- An 'A' level or equivalent in Mathematics or a related subject.

## 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](mailto: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 understand 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](mailto: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.

