



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Data Analyst, Student Lifecycle Programme



Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: SESPT1067

Fixed-term for 2 years

We will consider flexible working arrangements

Data Analyst

Student Lifecycle 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 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 has formed a Data Team to deliver a number of data and reporting related capabilities. This team works within the wider team of 40+, including programme and project managers, business and process analysts, IT technical experts and subject matter experts in student education related areas.

We are now looking for an experienced Data Analyst to join our Team. You will have responsibility for developing data requirements, contributing to the data dictionary, business data catalogue and data quality profiling and reporting. An effective team player, you will be self-motivated and able to prioritise your own workload and manage conflicting demands.

What does the role entail?

As a Data Analyst, your main duties will include:

- Working closely with the Data Analysts and Data Architect to produce deliverables in the following areas:
 - 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;
- Data lineage – documenting as-is and to-be data flow and systems landscape;
- Providing data analysis in support of business system design, data integration design, operational reporting design, and analytics and data warehousing;
- Leveraging 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;
- 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 of working on data transformation projects, including data sourcing and data mapping;
- Experience of stakeholder management and workshop facilitation;
- A good understanding of data governance/quality standards and principles with experience in capturing data quality rules;
- Experience of creating and maintaining data dictionaries/data catalogues;
- A basic understanding of data models and the use of them to support the capture of data requirements;



- Attention to detail and experience of translating data requirements into quality documentation;
- Experience of building successful working relationships with a wide range of stakeholders;
- Excellent organisational skills with an ability to prioritise your own workload and manage conflicting demands;
- Experience of working independently whilst also being able to work effectively as part of a team;
- Excellent communication skills with an ability to effectively influence the outputs of others and to successfully convey complex information to a wide range of audiences.

You may also have:

- Knowledge/experience of working in Higher Education,
- Experience of using HESA and Banner;
- SQL programming skills 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:

Richard Milton, Data Architect (Student Lifecycle Programme)

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Email: r.n.milton@leeds.ac.uk

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 on our [Criminal Records](#) information page.

