



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Reporting Analyst, Student Lifecycle Programme**



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

**Reference: SESPT1069**

**Fixed-term for 2 years due to funding**

**We will consider flexible working arrangements**

## Reporting Analyst Student Lifecycle Programme

**Are you an enthusiastic and skilled 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 is building its data and reporting teams, who 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.

One of the key programme initiatives is the development of an operational reporting capability. The role of the Reporting Analyst is to gather reporting requirements, develop reports and deliver them to the business. You will be self-directing but also work as part of a team and with colleagues in the SLP Data Team and colleagues across the University.

You will be highly competent in handling and manipulating data to meet business requirements and developing reports using the approved reporting tools. You will also have excellent communication and interpersonal skills with an ability to convey complex concepts clearly and effectively to both technical and non-technical audiences.



## What does the role entail?

As a Reporting Analyst, your main duties will include:

- Gathering business reporting requirements and developing new reports and modifying existing reports as required;
- Supporting the team in developing and maintaining a catalogue of internal and external reporting needs, including cataloguing data-sources, analyses, outputs, stakeholders and their interrelationships;
- Assisting in the identification of common reporting needs across multiple stakeholder groups and advising where existing reporting can be modified to meet their needs;
- Supporting the development and maintenance of a report catalogue enabling the business to discover existing reports;
- Assisting in the reconciliation of new reports with existing reports to ensure consistency across reporting. Testing new reports and regression-testing the impact of data changes on existing reports;
- Contributing to the development and maintenance of regular and self-service reports and dashboards;
- Identifying opportunities for improvements to reporting processes and capabilities that will inform future strategies/plans;
- 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.

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 Reporting Analyst you will have:

- Experience of working in an analytical function or as part of a team providing business intelligence and management information;
- Experience in gathering reporting requirements and developing report specification combined with experience in building new and maintaining existing reports, using standards to deliver consistent, reconciled reporting;



- Expertise in at least one commercial reporting tool (e.g. Argos, Business Objects) with a willingness to learn new reporting tools;
- Demonstrable experience of accessing, interrogating and interpreting data using SQL;
- Excellent communication skills with an ability to convey complex concepts clearly and effectively to both technical and non-technical audiences;
- Excellent interpersonal and influencing skills with experience of building successful working relationships with a wide range of stakeholders;
- Ability to work with a high level of accuracy and attention to detail with a methodological approach to work and ability to identify errors, inconsistencies and trends in data;
- The ability to organise, prioritise and plan your work independently and effectively work under pressure to meet strict deadlines;
- Ability to work effectively as a part of a team as well as on own initiative.

You may also have:

- Experience of working in a Higher Education reporting environment;
- Knowledge of the Banner student system;
- Knowledge of the Argos reporting tool;
- Experience of developing data dictionaries and/or business catalogues.

## 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)**

Tel: +44 (0) 113 34 39370

Email: [r.n.milton@leeds.ac.uk](mailto: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](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.

