

**Support and Professional Services**

**Academic Registry**

**Data Analyst**

**ZZ602238**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £33,943 - £37,075 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Data Analyst |
| **Grade:** | 7 |
| **Faculty/Centre:** | Support and Professional ServicesAcademic Registry |
| **Department/Service:****Location:** | Registry Systems Development & Support (RSDS)Hippodrome House |
| **Position Reference No:** | ZZ602238 |
| **Cost Centre:** | 47300 |
| **Responsible to:** | Principal Analyst - RSDS |
| **Responsible for:** | Not Applicable |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job:** |
| To be responsible, under the day to day management of the Senior Registrar (RSDS Division) for the development of a number of defined cross system reporting solutions using Business Intelligence tools to report from a number of data time sets extracted from live and legacy IT system |

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| **Key Responsibilities:** |
| To work with Business Process Owners (BPOs) and key end-users to determine requirements for Business Intelligence and Management Information from core business applications, producing documented business requirements for MIS as a result.To undertake user needs analysis for information flows arising from relevant data in current and legacy corporate systems, producing specifications as a result.To participate in the development of Business Intelligence solutions to the requirements and specifications established as a result of this analysis workTo specify the content and frequency of data time sets necessary to underpin the use of Business Intelligence tools in facilitating and delivering cross system reporting which meets the defined needs of BPOs and key end-users. In fulfilling the above, to work with the Principal Business Intelligence Analyst in IS in setting and using appropriate standards for data structures, design and quality.To assist in the preparation of project proposals and project initiation documents as may from time to time be required in support of the above activities.To participate in the implementation of Business Intelligence and reporting solutions through* Assisting BPOs and users with configuration, set up, and mapping processes to the chosen solution
* Developing and documenting working practices and procedures in conjunction with BPOs and key end-users
* Assisting with the development of test scenario and scripts
* Participating in functional testing
* Assisting with system configuration and set up

To contribute when appropriate to the project issue and change management process to ensure that proposed changes meet business requirements and to minimise scope creep.To agree and review on a regular basis objectives and priorities with the Senior Registrar.To resolve problems and difficulties in providing the required service(s) and to escalate problems not capable of local resolution to the Senior Registrar.Other duties as the Senior Registrar may reasonably require. |

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| **Working Relationships:** |
| Working with and supporting:Senior Registrars in Academic RegistryPrinciple Business Intelligence Analyst, Programme Office, Information ServicesBusiness Analysts and Applications Development staff in Information ServicesColleagues in RSDS Division in Academic RegistryColleagues in other areas of Academic RegistryAssociate Deans (Academic) in the FacultiesFaculty Registrars and Faculty Validation Officers in the FacultiesCourse Leaders and Heads of Department in DepartmentsDepartment Managers and Programme Area Managers in DepartmentsPartner Contacts in Collaborative PartnersCollaborative Programme Contacts in the University |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Sound knowledge of at least one of: business analysis; systems analysis; data analysis | E | AF + S |
|  | Experience in writing complex reports using a BI solution or an End-User reporting tool | E | AF + S |
|  | Previous experience in business analysis or some closely related activity gained from relevant employment in a UK HEI | D | AF + S |
|  | Experience of working directly with end-users of IT systems  | E | AF + S |
|  | Good working knowledge of business processes involving student administration in a UK HE context | D | AF + S |
|  | Good working knowledge of systems analysis practices and processes | D | AF + S |
|  | Experience of analysing and documenting business or functional requirements | D | AF + S |
|  | Previous experience of working on a Data Warehousing or Business Intelligence project | D | AF + S |
|  | Knowledge of the full project lifecycle, preferably PRINCE2 | D | AF + S |
|  | Experience of statistical data presentation working with Oracle OBIEE. | D | AF + S |
|  | Understanding of the need for, and use of, Learner Analytics in the HE context. | D | AF + S |
|  | Board understanding of the challenges facing UK HEI’s in the current political and economic climate | D | AF + S |
| **2.** | **Skills & Abilities** |  |  |
|  | Analytical and problem-solving skills | E | AF + S |
|  | Excellent Communication Skills, both oral and written | E | AF + S |
|  | Good inter-personal skills | E | AF + S |
|  | High level IT skills | E | AF + S |
|  | Proven ability to communicate effectively with technical and non-technical staff operating at all levels | E | AF + S |
|  | Good time-management skills and able to meet dead-lines | E | AF + S |
|  | Proven ability in the use of standard testing methodologies for systems and reports | D | AF + S |
|  | Sound Customer Support Skills | D | AF + S |
|  | Database development skills i.e. Oracle PL/SQL, SQL Plus including ETL of data from source systems into a data warehouse. | D | AF + S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree-level standard in IT and/or Business subjects or equivalent experience | E | AF + S |
|  | Certification to show competence in business and/or systems analysis or a related activity, perhaps gained from CPD type activities | D | AF + S |
|  | Degree in IT or IT related discipline | D | AF + S |
| **4.** | **Other Requirements** |  |  |
|  | Customer focus and a desire to deliver a great service | E | AF + S |
|  | Be able to work alone under own initiative. | E | AF + S |
|  | Team player working collaboratively, sharing knowledge and experience. | E | AF + S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork  |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working(between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc)  |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation  | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc) x |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Phil Lowe |
| **Date** | 05/05/17 |
| **Extension number** | 3573 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.