

Job Description

Job Title: Data Analyst

Department: The Careers Group

Section: University of London Careers Service

Level: Level 6

Job Purpose:	<p>The key purpose of the role is to collect, organise, interpret, articulate and produce high quality analysis from a range of data sources (including student registration, student engagement and labour market and graduate destinations) for a range of University of London Careers Service (ULCS) stakeholders and clients based in the UK and internationally, to inform student employability and careers support activities, academic and strategic planning, and strategic objectives of ULCS.</p> <p>Working closely with the management team of ULCS, the role holder should be able to use and link analysis of different datasets creatively and innovatively to inform and enable strategic planning on key areas of activity including student engagement, graduate outcomes, and career readiness.</p> <p>The role holder will be expected to create customised, visually appealing reports; drawing on the above data for a range of stakeholders such as members of the ULCS Careers team, academic departments, Head of Surveys & Student Voice and Planning as well as senior managers of ULCS. Where possible trends will be identified, and findings will be benchmarked against other institutions.</p> <p>The role holder will liaise with staff within the UoL Planning Department, to ensure that Careers data is included in the relevant ULCS wide data sets, used for institutional planning and monitoring purposes; and to provide business intelligence to a range of stakeholders across the university.</p> <p>As part of the University of London, we are committed to promoting a diverse and inclusive working environment where we can all be ourselves and succeed.</p>
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Job Role – Main Responsibilities

Data Analysis and Reporting

1. To create and maintain data dashboards, using packages such as Excel and/or PowerBI, for ULCS engagement reporting, careers registration tracking and other purposes to support the delivery of the ULCS strategic aims
2. To take responsibility for the manipulation, integration and analysis of a range of datasets of relevance to ULCS, its graduates and wider graduate labour markets
3. To produce regular updates and annual reports at institutional, faculty and departmental level based on latest Careers Registration data for a range of internal stakeholders, including trend analysis and linking to other relevant datasets to indicate or predict student career journeys as appropriate
4. To provide proactive reporting linked to Careers Stage Framework approach used across ULCS delivery
5. To produce detailed data analysis using the Careers Registration data set and additional relevant data sets, including those provided by affiliated Teaching Centres
6. To synthesise multiple data sets and providing data in relevant formats for use by different institutional clients, including for strategic planning, performance monitoring, and publicity and marketing purposes, utilising the necessary data cleaning and verification processes, in adherence with relevant data governance and data quality assurance policies
7. To establish, monitor and produce relevant data and report on a new Alumni Mentoring Programme
8. To identify, analyse and interpret creatively and innovatively trends or patterns in relevant datasets related to student career registration, engagement with services offered, progression and graduate career outcomes to inform strategic planning by ULCS and its stakeholders
9. To develop proactively new reports and analysis to inform ULCS service planning and strategy and liaise with University departments and data collection teams

Labour Market Intelligence

10. To analyse careers and employability related information and data collected from graduate recruiters to provide insights into key graduate labour markets, both in UK and overseas
11. To analyse external labour market intelligence reports and data to produce internal information of relevance to ULCS students and recent graduates
12. To present findings to ULCS management team and additional stakeholders, such as academic partners and teaching centre colleagues.

Collaboration and customer service

13. To inform the Head of Service and other members of ULCS Leadership Team on trends in all relevant datasets and their inter-relationships
14. To work collaboratively with ULCS team members and with University of London colleagues and data collection teams across the institution
15. To respond to ad hoc requests for data reports from multiple stakeholders both internally and externally, offering creative and interpretative input as appropriate
16. To provide a professional, positive, inclusive and high quality service to all colleagues and clients, which engages with a culture of continuous improvement.
17. To prioritise effectively their own workload ensuring all tasks are completed to a high standard

18. To contribute ideas that can help improve data reporting, analysis and business intelligence in the context of the ULCS's strategic goals
19. To participate in, and help to foster, an environment of trust, honesty and confidence
20. To contribute to the core aims of the ULCS through attendance at all relevant meetings and training

General

21. To undertake any other activities Any other duties reasonably required of the postholder by the reporting manager
22. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
23. To maintain an awareness and observation of fire and health and safety regulations
24. Any other duties consistent with both the grade and scope of the post

Reports to:	Head of Careers, University of London Careers Service
Responsible for:	N/A
Additional demands of the role:	None specified

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

1. Ability to analyse, model and interpret data
2. Strong problem-solving skills
3. High level of accuracy and attention to detail and ability to explain discrepancies in data
4. Excellent written and spoken communication skills, including report writing
5. Ability to adapt to new situations and undertake self-directed learning
6. Ability to demonstrate innovation and creativity in interpretation and linkage of datasets to reveal new insights
7. Ability to work to deadlines

Desirable:

8. Experience of working with student data within a Higher Education setting
9. Understanding of the Higher Education environment
10. Ability to communicate with a diverse range of audiences with differing levels of data expertise

TECHNICAL KNOWLEDGE & SKILLS

Essential:

1. Strong Excel skills, must have advanced experience using pivot tables
2. Practical skills in statistical analysis
3. Experience with data presentation packages e.g. tableau
4. Experience of creating dashboards (e.g. Power BI)
5. Experience using a statistical package such as SPSS, SAS or R

Desirable

6. Experience in student record systems, such as SITS
7. An interest in machine learning and large-scale data management tools
8. Experience of implementing Machine Learning Algorithms for large scale datasets.
9. Experience of using Python for data analysis, in particular using pandas library

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

1. Educated to degree level or equivalent in statistics computer science, maths, social sciences or economics, or other subjects containing formal training in statistics
2. GCSE English Language and Mathematics (grade C) or alternative evidence of numeracy and literacy

Desirable:

1. Data analysis qualification

Competency Requirements	Essential	Desirable
Academic Community focus	B	
Adapting to change	B	
Creativity and innovation	B	
Customer focus	C	
Interpersonal understanding	B	
Leadership	A	
Managing resources	A	
Organisational commitment	A	
Proactivity and planning	B	
Problem solving and decision making	B	
Performance Management		A
Resilience	B	
Staff development and commitment to learning		A
Stakeholder focus	C	-
Striving for excellence	C-	-
Working collaboratively with others	B	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model</p> <p>https://london.ac.uk/sites/default/files/governance/UoL-Consolidated-Competency-Model-%28Updated-Oct-2018%29.pdf</p>		