

Job Description

Assistant Data Analyst

# Post: Assistant Data Analyst

Scale: Scale 5

Hours: 36 hours per week

Responsible to: Data/Reporting Manager

Location: Uxbridge/Harrow

###### Main Scope of the Post

To assist with the analysis of data and produce reports to enhance the quality and timeliness of management information relating to the College’s key performance indicators across HCUC.

**DUTIES:**

# Assist with providing reliable, timely information as required to senior management and other staff, including all report generation relating to all aspects of the College data.

1. To be pro-active in developing, maintaining and providing reliable

management information.

1. Assist with the management of new MIS developmental projects, particularly to ensure the efficient integration into the business practices across College.
2. Assist with the production of comparative reports based on internal and external benchmarks.
3. To assist in the maintenance of strong data integrity controls.
4. To understand the meaning and purpose of data and check all reports for reasonableness prior to publication.
5. To assist the production of appropriate analysis of data results including reasons for variance against targets and relevant benchmarks.
6. To work with others in the Data team in order to validate the quality and integrity of student data.
7. Contribute to the training and support of users for both reports and systems.

**OTHER DUTIES:**

1. To take an active part in the appraisal and mentoring processes.

2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.

3. To comply with and actively promote the College’s Safeguarding and Equality and Diversity Policies.

4. Participate in and contribute to the College’s in-service and training activities.

5. To participate in enrolment duties.

6. To carry out all other duties as may be reasonably required.

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| **Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

### Assistant Data Analyst

#### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Qualified to Level 3 (A level or equivalent) | **ü** |  | Cert/AF |
| Relevant IT qualification |  | **ü** | Cert/AF |
|  |  |  |  |
| Knowledge, Skills and Experience |  |  |  |
| Experience of producing reports in a variety of formats to meet short deadlines | **ü** |  | AF/IV |
| Ability and drive to embrace new reporting languages/techniques | **ü** |  | AF/IV |
| Experience of working with SQL/SSRS |  | **ü** | AF/IV |
| Previous experience of data analysis and reporting from large databases | **ü** |  | AF/IV |
| Ability to follow instructions and work methodically through tasks | **ü** |  | AF/IV |
| Good attention to detail | **ü** |  | AF/IV |
| Good communication skills, written and verbal | **ü** |  | AF/IV |
| Good interpersonal skills | **ü** |  | AF/IV |
| Ability to work effectively as part of a team | **ü** |  | IV |
| Ability to work to deadlines | **ü** |  | AF/IV |
| Good literacy and numeracy skills | **ü** |  | AF/T |
| Good organisation skills | **ü** |  | AF/IV |
| Previous experience of Further or Higher Education sector |  | **ü** | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Working Together  Customer Services  Adaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Test at interview stage)

Cert = Certificates checked on induction