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| **Job Title** | Insight Analyst |
| **School / Service** | Strategic Development and Delivery |
| **Grade** | Starting from £44,577 per annum inclusive of London Weighting |
| **Location** | Docklands |
| **Liaison with** | SDD and Directorate |
| **Contract type** | Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Strategic Development & Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond. This is a new Directorate for UEL and comprises of four main portfolios:

Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement. These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**JOB PURPOSE**

As an insight analyst you will use your proficiency with data tools and technologies to derive high quality insight from a range of institutional data and information. You will work with stakeholders across the institution to exploit the data assets available, providing the answers to priority business questions from both internal and external stakeholders.

**KEY DUTIES AND RESPONSIBILITIES**

* Identification and exploitation of new data sources to further understand business problems
* Joining of data sets to optimise and maximise data insight through visualisation
* Working across stakeholders to develop understanding of the business problems they face, and to provide data, insights and information to help them find the answers
* Maintain, refresh and improve a suite of data visualisation products to ensure they remain fit for purpose and meeting business needs

**Accountabilities:**

* Using specialist skills and knowledge to develop and deliver bespoke analytical products which meet the needs of stakeholders.
* Work with stakeholders to iterate developments of the analytical products to meet the needs of emerging and existing data problems.
* Delivery of data, information, insights and dashboards which meet the identified business requirements of stakeholders.
* SME support to institutional planning processes, including student number planning, financial planning and business planning rounds.
* Support analysis on cross institutional outputs (for example REC, Athena Swan, APP), which will include both institutional and faculty/school level input.
* Take the lead on providing analysis on specific internal datasets, ensuring that the needs of stakeholders are identified and met.

**Deliverables:**

* Ownership of identified institutional analytical products for their lifecycle
* Lead data support for student lifecycle events (for example registration or confirmation and clearing) with agreed insight and analysis inputs
* Bespoke analysis and dashboards as required
* Identification and analysis of agreed competitor sets

**Relationships**:

* IT
* Schools and Faculties
* Data Owners and Stewards
* DPO
* Information security

**Capabilities:**

* Synthesis of multiple data sources to develop insights
* Able to develop solutions to anticipated standard and non-standard stakeholder needs, as well as managing expectations
* Supporting stakeholders to adopt and apply insights to inform decisions, supporting stakeholders to translate data into insights and provide a narrative for action/decisions
* Understanding and distilling complex technical information to a non-technical audience, so that the implications of decisions can be understood
* Intellectually curious with the ability to process and make sense of large volumes of data and information to inform decisions and generate options
* Sees the big picture that is relevant to the sector and the business of the university, can navigate colleagues through a complex data environment to meet strategic goals
* Embraces new technology and ways of working, uses imagination and creative thinking to generate options and identify solutions to problems
* Able to identify relevant data sources and verify their validity, and support, develop and deliver tested solutions using best suited tools, technologies and methods

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

* Joining, sense-making, manipulating and scrutinising large and disparate data sets
* Developing recommendations in response to stakeholder issues
* Practical experience of developing and maintaining complex data modelling processes
* Good understanding of the UK Higher Education sector and larger national policy environment
* Awareness of the requirements of data protection legislation and confidentiality policies
* Experience of working within large complex institutions (desirable)
* Understanding of data science or equivalent experience

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria:**

* Educated to degree level or appropriate equivalent experience
* Experience of data manipulation and visualisation tools (for example Alteryx, Power BI)
* Programming language or experience working with a large relational database

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!