

**JOB DESCRIPTION**

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| **Job Title** | **Data Insight Analyst** |
| **School /Service** | **Strategic Development and Delivery** |
| **Grade**  | **F** |
| **Location and Hybrid working status** | **Docklands, Hybrid**  |
| **Reporting to** | **Head of Data Insights** |
| **Line management for**  | **Gary Tindell** |
| **Key working relationships: Internal**  | **SDD, ERD, Professional Services** |
| **Key working relationships: External**  | **Data providers** |
| **Contract type/ Hours**  | **Permanent, 1.0 FT** |

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](https://www.uel.ac.uk/about/vision-2028), 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.

**BRIEF OVERVIEW OF SERVICE/SCHOOL:** Strategic Development and Delivery

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.

**BRIEF OVERVIEW OF THE DEPARTMENT / TEAM**

The Insight and Decision Support team collaborates with colleagues across the University of East London (UEL) to achieve our Vision 2028 objectives. We ensure effective data governance, ownership, reporting, access, and analysis for insight-driven decisions.

Alongside our responsibility for managing data collation and reporting to comply with external regulators and statutory obligations, we are leading on the use of Machine Learning and Generative AI for the University.

**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**

* Combining of multiple data sources to develop insights
* Helping stakeholders make the best use of their data
* 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

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Data Insight Analyst at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

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| --- | --- | --- | --- |
| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| *Educated to degree level or appropriate equivalent experience*  | **[x]**  | **[ ]**  | **A/C** |
| *Experience/Knowledge* |  |  |  |
| *Experience of data manipulation and visualisation tools (for example Alteryx, Power BI)* | **[x]**  | **[ ]**  | **A/I** |
| *Joining, sense-making, manipulating and scrutinising large and disparate data sets* | **[x]**  | **[ ]**  | **A/I** |
| *Developing recommendations in response to stakeholder issues* | **[x]**  | **[ ]**  | **A/I** |
| *Practical experience of developing and maintaining complex data modelling processes* | **[x]**  | **[ ]**  | **A/I** |
| *Good understanding of the UK Higher Education sector and larger national policy environment* | **[ ]**  | **[x]**  | **A/I** |
| *Awareness of the requirements of data protection legislation and confidentiality policies* | **[ ]**  | **[x]**  | **A/I** |
| *Experience of working within large complex institutions*  | **[ ]**  | **[x]**  | **A/I** |
| *Understanding of data science or equivalent experience*  | **[ ]**  | **[x]**  | **A/I** |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

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.