



University of
East London

Pioneering Futures since 1898



Your job title:

Business Intelligence Analyst



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We're delighted that you're considering joining us on our journey to deliver *Vision 2028*.

Think all employers are the same? Think Again.

At the University of East London, we're not just another employer. We're a careers-first, values-driven institution with a bold mission to tackle inequality and prepare for the future. Together, we're building a truly inclusive and future-ready university, one that empowers our students and communities to make a lasting impact.

With a proud 125-year heritage, we've always looked forward, not back. Through Vision 2028, our 10-year strategic plan, we're investing in cutting-edge learning spaces, digital innovation, and exceptional people like you.





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We are UEL

Our *institution*

The University of East London is a careers-first university. We prepare our students for the jobs of the future and have been doing this proudly for 125 years.

40,000 students represent over 160 different nationalities from across the globe.

1,800+ colleagues who help us realise Vision 2028, our strategic plan.

5 schools changing the face of education to match the ongoing fundamental shift in working cultures.

Our *difference*

1st in London for Student Experience (National Student Survey 2024).

3rd in London for Teaching Satisfaction (Guardian University Guide 2025).

1st in the UK for addressing inequalities and 2nd in the world (the Times Higher Education Global Impact Ranking, 2020).

92% of our research is recognised as world-leading, internationally excellent, or internationally recognised (REF 2021).

Our *transformation*

We're in the midst of an ambitious transformation under our Vision 2028 strategy, evolving from a traditional university into a careers-first, innovation-driven institution. As England's fastest-rising university for career success, we've embedded employability and enterprise at the heart of learning and now rank second in the UK for student entrepreneurship. Our research and enterprise activity now contributes more than £1 billion annually to the UK economy, with graduate-led business survival rates soaring by over 1000% in recent years.

We're redefining how students and staff experience university life by actively evolving, combining social inclusion, innovation, and real-world impact. The role you're applying for will play a key part in shaping the next chapter of that journey.



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Working at the University of East London

At the University of East London, we foster a professional, positive, and inclusive work environment built on shared values of Passion, Inclusion, and Courage. Our culture is collaborative and innovative, empowering staff to think differently, make an impact, and contribute to our ambitious Vision 2028 strategy. We are proud to be one of the most diverse universities in the UK, with a strong commitment to staff wellbeing, flexible working, and creating spaces that encourage creativity and growth.

We offer a comprehensive and competitive benefits package through our unique Total Reward Deal, which goes beyond salary to include progressive policies on annual leave, health and wellbeing, career development, and flexible working. Our goal is to ensure every colleague feels valued, supported, and equipped to succeed.

By joining UEL, you'll be part of a dynamic community that shares success, invests in people, and strives to make a real difference in the lives of our students and the communities we serve.

Our *Values*

Passion

We bring energy, pride, and purpose to everything we do. We care deeply about our work, the people we serve, and the impact we make – and we always strive to be better.

Inclusion

We create an environment where everyone belongs, feels respected, and can contribute fully. Our differences make us better, and fairness guides how we treat one another.

Courage

We act with integrity and confidence, even when it's difficult. We challenge ourselves to improve, embrace change, and do what's right to build a better future.



Job Description

Business Intelligence Analyst

School/Service: IT Services

Grade: F

Location: Docklands Campus

Reporting to: Insight Manager

Line management for: N/A

Key internal relationships SRS Project and IT Directorate Stakeholders

Key external relationships SRS DATA Project Team, IT Services, BI Team

Contract type and hours 18 month fixed term contract, full time

BRIEF OVERVIEW OF IT SERVICES

UEL (University of East London) IT Services is a centralized resource working collaboratively with the University community to transform UEL's digital landscape in line with the University's Vision 2028 strategic plan. Engaging in ground-breaking initiatives delivered within a dynamically developing cloud environment, IT Services work closely with staff, students, partners and other key stakeholders to identify technological enhancements to our learning and working environments. We implement, develop and provide support for systems and services within the university's IT Service Portfolio.

JOB PURPOSE

The Business Intelligence Analyst will support the transition of institutional reporting to the New SRS programme by analysing existing datasets, understanding current reporting logic, and recreating equivalent analytical outputs within the new environment.

The role will focus on dataset exploration, data modelling, and redevelopment of reports to ensure identical comparability between legacy SRS and New SRS outputs. The analyst will work closely with BI teams and stakeholders to validate results, maintain consistency in institutional reporting, and support continuity of insight during the transition period.

KEY DUTIES AND RESPONSIBILITIES

- Analyse and understand existing institutional datasets, reporting structures, and business logic.
- Explore and document dataset structures within both legacy SRS systems and the New SRS environment.
- Compare legacy reports with newly developed outputs to ensure identical consistency of metrics, definitions, and calculations.
- Redevelop existing analytical reports and dashboards using appropriate data modelling and visualisation techniques.
- Join and transform datasets to replicate existing reporting outputs within the SRS framework.
- Support validation processes by identifying discrepancies between legacy and New SRS reports and resolving data logic differences.
- Work closely with the BI team and stakeholders to ensure reports remain aligned with institutional definitions and reporting standards.
- Document report logic, data transformations, and modelling approaches to support long-term sustainability.
- Contribute to improving data structures and reporting models where appropriate.

Accountabilities:

- Deliver recreated reports and dashboards that replicate legacy outputs with validated identical comparisons.
- Ensure the accuracy and reliability of newly developed reporting models.
- Provide analytical support to the BI team during the reporting transition.
- Support stakeholder understanding of differences between legacy and SRS reporting outputs.
- Ensure datasets and reporting logic are clearly documented for future use.

The duties and responsibilities outlined provide a general overview of the range of tasks that this role may be required to perform; however, it isn't exhaustive. You may occasionally be asked to take on other duties in line with your grade as we continue to grow and evolve.

We're proud of our diverse and inclusive community, and we ask all colleagues to uphold all UEL policies and regulations. Employees should actively demonstrate our values and contribute to UEL's positive, forward-looking culture.



PERSONAL SPECIFICATION

The University's core [values](#) are **Passion, Inclusion, and Courage**, and they are at the root of everything we do, and everyone in our community is expected to demonstrate them.

At the University of East London, our [values](#) of Passion, Inclusion, and Courage guide our actions, from strategic decisions to day-to-day interactions with students and each other. Our values are rooted in our history, heritage, and character, and they help to ensure the University is a rewarding, welcoming, and inspiring place to work.

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.

Category	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none">• Educated to degree level or appropriate equivalent experience	<ul style="list-style-type: none">• N/A
Experience & Knowledge	<ul style="list-style-type: none">• Experience analysing and manipulating large datasets• Experience developing reports and dashboards using tools such as Power BI, SQL, or similar BI tools• Experience with data modelling and dataset transformation• Experience validating or reconciling datasets across systems• Strong understanding of analytical workflows and reporting pipelines• Experience of data manipulation and visualisation tools (for example Alteryx, Power BI)• Programming language or experience working with a large relational database	<ul style="list-style-type: none">• Experience working within Higher Education data environments• Experience with student lifecycle or institutional reporting datasets• Experience supporting system or reporting migrations
Skills & Abilities	<ul style="list-style-type: none">• Strong analytical and problem-solving skills in complex data environments• Ability to explore unfamiliar datasets and understand underlying data structures	<ul style="list-style-type: none">• N/A

	<ul style="list-style-type: none">• Capability to compare and reconcile multiple reporting outputs• Clear communication of technical findings to non-technical stakeholders• Strong attention to detail when validating metrics and calculations• Ability to work independently in a structured analytical project	
Other Competencies	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A

FURTHER INFORMATION

UEL is an inclusive equal opportunities employer and is 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.

DISCLOSURE AND BARRING SERVICE (DBS)

Some roles at UEL may require a Disclosure and Barring Service (DBS) check under the Rehabilitation of Offenders Act (Exceptions Order) 1975. Where this applies, candidates will be informed during the recruitment process.

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Join us on our *journey*

