

JOB DESCRIPTION

Job Title:	Senior Management Information Analyst (SSRS)
School/Service:	Planning & Insight Team within Corporate Development
Grade:	G
Responsible to:	Institutional Insight Manager
Responsible for:	This role does not supervise any staff

Job Purpose:

To develop a series of SSRS reports, drawing on the University's data warehouse to supply accurate, timely and insightful management information for key stakeholders within the University and enable the University to fulfil its external reporting obligations.

To provide high quality support and/or training to enable users to gain maximum insight from reports and other outputs.

Main Duties and Responsibilities:

1. To develop and prepare high quality SSRS reports to a format and timescale that is consistent with other such reports and agreed with relevant key stakeholders. This will include responsibility for:
 - a. Effective liaison with key stakeholders (including end users and data owners/suppliers) to develop and agree a specification for the report
 - b. Extraction, manipulation, analysis and presentation of data and trends (as applicable) to inform the work of faculties, schools, services, University committees and/or other colleagues
 - c. Extraction and preparation of data to prescribed specifications to enable the University to fulfil its external reporting obligations
2. To undertake testing of reports and data quality, as appropriate and apply best practice in data quality to all reports and analyses produced; to liaise with colleagues in the team to ensure all outputs are checked by a colleague prior to release.
3. To develop and deliver guidance materials, training and support for report users, providing expert advice and troubleshooting, to ensure maximum value is gained from the reports provided.
4. To build and maintain strong working relationships with 'data experts' across the University, communicating frequently and influencing data collection and integrity processes to ensure these facilitate the efficient and effective delivery of management information requirements
5. To maintain excellent skills in data extraction, manipulation and analysis, and proficiency in the use of tools and software applicable to the role.
6. To work proactively and collaboratively with colleagues in the Planning & Insight Team to ensure provision of a consistently high standard of reporting, data quality and support.
7. To ensure all data is handled and shared in a manner which is consistent with legislation regarding data protection, freedom of information and intellectual property; and demonstrates excellent practice
8. Any other duties consistent with the nature and grade of this role, as required from time to time by the Institutional Insight Manager and/or Head of Planning & Insight

Signed:

Date:

PERSON SPECIFICATION

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Attributes	Essential	Desirable	Measured By
Work Experience	Extensive experience of analysing large numerical datasets and presenting quantitative information extracted in clear, concise format using SSRS		AF/I/A
	Experience developing reports to meet agreed specifications	Experience of developing specifications for management/operational data reports	
	Experience of drawing data from a data warehouse		AF/I
		Experience of working in Higher Education	
Education/Qualifications	A good honours degree or equivalent in a relevant subject area or significant relevant professional experience		AF
		Statistics/data management qualification at postgraduate level	
Skills/ Abilities	Highly skilled in the use of Excel and other software for the manipulation, analysis and presentation of data		AF/I/A
	Skilled in the use of SSRS		
	Ability to write SQL		
	Comfortable with IT including new / non-standard software		AF/I
	Strong written and oral communication skills - ability to work effectively and flexibly with colleagues of varying degrees of seniority across the University and to explain technical processes/ calculations to non-technical audiences		

	Highly organised, able to manage and prioritise work to deliver to a range of deadlines		AF/I
	Strong attention to detail		AF/I/A
	An understanding of the importance of management information and its role in supporting decision making		AF/I
	Able to work effectively in teams and collaborate with a wide range of people		AF/I
	High levels of discretion, diplomacy and tact with the ability to handle personal and sensitive information.		AF/I
Other	An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.		AF/I
	Proactive and solution-focussed, able to draw on problem solving skills and think beyond the obvious		
	Strong commitment to data quality and to the provision of excellent customer service		

KEY: AF – application form, I – interview, A – assessment