

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Business Information Analyst
Job Title:	Business Information Analyst
Reports to:	Development & Reporting Manager
Grade	SO2 (E)
Date of compilation:	May 2022

ROLE SUMMARY:

The Business Information Analyst post is part of the MIS Systems Development & Reporting team and will continue to develop and enhance the college's Business Intelligence (BI) platform and reporting services.

You will develop interactive BI solutions using SQL Server Reporting Services (SSRS) and the business analytics tool, Power BI and deliver the result of effective data analysis to end users. You will develop the college's data warehouse and OLAP cubes, which supply the MIS Systems Development and Reporting team and our end users with unified, easy-to-reach and dependable data.

SPECIFIC ROLE RESPONSIBILITIES:

1. Collaborate with stakeholders and departments and interrogate developments in the education sector and government policies to identify and define data requirements and areas of data analysis.
2. In partnership with the Quality Directorate ensure timely and informative BI reports are available for the annual performance review/business planning cycle.
3. Provide direction regarding data gathering and collection to ensure data can be shared across a number of reporting platforms, for example, business planning targets.
4. Develop back up reports/information to minimise and mitigate for any system failures where possible.
5. Maintain and update knowledge skills relating to Power BI or equivalent on a regular basis.
6. Extract and transform data in its various formats for insertion into the data warehouse or for direct provision to end users using SQL Server Data Tools, Excel and Power BI.

7. Mine data to discover patterns, trends, insights and what-if scenarios related to key strategic objectives that will enable end users to make proactive and effective decisions.
8. Design and develop reports, dashboards and presentations to communicate information and data analysis in a clear and user-friendly format. This will include troubleshooting, maintaining and enhancing existing assets and reports as the need arises.
9. Fully document data definitions, data analysis and reporting projects and produce technical specifications. Make documentation readily accessible to the wider MIS department and revise documentation as needed to maintain a workable and effective resource.
10. Produce working instructions and provide support and training to users on the use and understanding of reports, dashboards, presentations and their delivery platform to ensure appropriate, accessible and informed use.
11. Carry out regular housekeeping activities on data such as cleansing, archiving and reporting on data integrity. Perform standards checks on all development work to ensure exceptional quality and that processes are functioning as required.
12. As a member of the MIS Systems Development and Reporting team, provide support to users across all MIS-managed applications and participate in team training and development activities.
13. Participate in any other activities as required as a member of the Systems Development Reporting team and as determined by the Head of Systems and Development Reporting or the Director of MIS.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

*Encouraging all to think aspirationally,
inspiring others to do the same.*

Collaborative & responsive

*Proactively seeking opportunities to
create synergies and positive outcomes
for all.*

Person Specification

Job Title:	Business Information Analyst
Department	MIS – Systems Development and Reporting

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	A level 5 or equivalent qualification in a subject with a high level of technical/analytical content	A
E	English and Mathematics at Level 2 or above.	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Working knowledge of Microsoft Excel, which could include advanced formulas, charts, PivotTables, Power Pivot and Get & Transform. Experience of Macros and VBA would also be desirable.	A / I
E	Expertise in developing reports using SQL Server Reporting Services.	A / I
E	Experience of analysing datasets, which could include cleansing, transforming, merging, pivoting and aggregating data.	A / I

E	Experience of presenting data in a variety of formats.	A / I
D	Knowledge of Business Intelligence platforms such as Power BI, Tableau or Qlik Sense.	A / I
D	Knowledge and understanding of relational databases, Microsoft SQL Server and data management systems.	A / I
D	Experience of working within Further or Higher Education.	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Excellent time management skills. With the ability to cope with deadlines and manage priorities.	A / I
E	Attention to detail. With the initiative and predilection to track down issues, find solutions, and improve processes.	A / I
E	The ability to work and coordinate as part of a team and to work on multiple projects at the same time across a number of different areas.	A / I
E	Communication and interpersonal skills. With the ability to understand and identify end-user requirements and work successfully with people from a diverse range of backgrounds.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I
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