

Job description

Data Hub Analyst

November 2020

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Role context

As the Data Hub Analyst, you will be developing report and analyses for an exciting new initiative to build a large-scale data ecosystem. Working alongside a new team and with cloud technology you will help launch a range of new digital offerings to be offered to our global customer base of students and universities across the globe.

Reporting line

The role reports to the Data Hub Manager.

Job purpose

This role has a key responsibility for reporting on and quality assuring large volumes of data sources collected from external systems. The role is also responsible for helping end-users with data queries and occasional support of the Data Hub Engineering team.

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Key accountabilities and duties

- Supporting the Data Hub team with maintenance of Power BI and SQL Server and related reporting systems, helping to ensure a useful and reliable reporting function for the business
- Developing Power BI reports based on specification from the business
- Working with the Data Hub team to assess the validity of reporting metrics and outputs, and the usability of production reports
- Developing and maintaining clear and concise documentation for both internal customers (covering BAU processes and systems) and external customers (covering usage of reports and metrics)
- Assisting in the building, documentation and execution of test cases and scripts for Data Hub reports and systems
- Validating that user expectations are achieved during the testing process, reviewing user requirements

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or Partner location at any time.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EU passport 	
Education / Qualifications		<ul style="list-style-type: none"> Degree in Computer Science or other numerate of business discipline
Knowledge / Skills	<ul style="list-style-type: none"> Power BI experience & DAX Experience with SQLServer QA and Testing experience Ability to work with minimal supervision Good attention to detail 	<ul style="list-style-type: none"> Any experience of API development/ingestion Cosmos DB Experience Jitterbit Domain experience in Higher Education and/or international recruitment Experience using Salesforce or equivalent CRM technologies