Aston University
BIRMINGHAM UK

UNIVERSITY OF THE YEAR 2020 — The Guardian

Reference: R210050

Salary: Grade 9 £41,526 - £49,553 per annum

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Closing Date: 23:59 GMT on 3 March 2021

Interview Date: TBC

Business Intelligence Developer

Candidate brief

Athena SWAN
Silver Award

ECU GENDER CHARTER

Job description

Job Purpose:

The post will support the achievement of the Aston Strategy 2018 to 2023, by developing new data and business intelligence capabilities throughout the university. The post holder will be responsible for the implementation and development of a new business intelligence reporting tool, from the initial set up of the system architecture to the development of user-facing dashboard reporting that delivers high quality and responsive data and analysis. The post holder will work closely with Senior Management, Academic Colleges and a range of professional support staff, both within Aston and across the sector, in order to ensure that the data and reporting needs of the University are at the centre of the new business intelligence tool.

As an expert in data visualisation you will demonstrate innovation in the development of new approaches to and options for data visualisation and can incorporate a range of techniques including automation, interactivity and animation. You will be confident in training others in data visualisation to encourage the democratisation of data and promote a data culture.

The ideal candidate will be proficient in data management concepts and after developing a comprehensive knowledge of the university's data and information management principles and guidelines can apply them to support good data practice. Your role will also advise others on the proper application of data and information as one of the BI experts within the team and wider institution.

Main Duties and Responsibilities

▶ Working with the chosen BI solution partner, lead the implementation and development of Microsoft Power BI reporting, developing and maintaining system architecture and ensuring that the system set-up reflects the data and reporting needs of the University

▶ Participate in the design, development, and analysis of data architecture and warehousing approaches to create a single, robust and trusted BI service for the institution.

▶ Utilise the data warehouse to generate reports to support university decision making as efficiently as possible.

▶ Ensure that appropriate access control is in place for managing access to data in the BI tools.

▶ To deliver new BI reporting requirements, along with any associated system and process changes as and when required, to a high standard and within given deadlines

▶ Pro-actively engage with staff across the University to ensure that the data and insight needs of stakeholders are prioritised, consolidated and delivered in agreement with the agreed prioritisation

▶ Pro-actively seeks to deploy efficient data development through a 'build once, use-many' approach – understand and can articulate the value of data in terms of use and re-use, implementing a variety of techniques to ensure that data is open and can be used beyond the specific purpose for which it was collected and can advise others on approaches to make data re-usable

▶ Engage with University stakeholders to effectively define the reporting needs of stakeholders, being adept at translating conceptual ideas or complex information into business requirements and then a technical specification. This includes being able to positively influence the requirements by questioning and understanding the outcomes to be achieved and sometimes negotiating the optimal approach

▶ Work collaboratively with a range of senior colleagues as part of the development of business intelligence at Aston University

▶ Pro-actively engage with relevant University-wide projects and working groups, be the BI lead for the BI development across the university. As a BI expert, provide advise as to optimal approach to data development

▶ Identify opportunities to automate existing processes and remove the use of excel spreadsheets as reference data where possible

▶ Proactively look for opportunities to decommission existing legacy reports to ensure that dashboards and reports remain relevant to the business strategy

- ▶ Contribute to the policies on data governance and education of others in good data governance practice
- ▶ Ensure all work within the team is completed in line with the current BI strategy
- ▶ Train and mentor more junior team members in application of BI tools, processes and techniques
- ▶ Ensure all reporting developed complies with legal and statutory requirements applicable, including data protection (GDPR) and corporate governance
- ▶ Pro-actively engage with relevant sector-wide working groups
- ▶ Actively take ownership of own career and staying relevant through continuous learning
- ▶ Undertake general duties required of all staff, including involvement in degree congregations, enrolment, and re-enrolment of students
- ▶ Undertake such other duties as may from time to time be required

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	An honours degree or equivalent	Application form
Experience	Substantial relevant experience in working with the Power BI reporting system or similar Substantial relevant experience in working with data visualisation software Advanced user of data records and management information systems Experience of project planning Exceptional analytical skills able to interpret data and make recommendations Experience of system development Analytical ability and attention to detail and accuracy	Application form and interview

	Essential	Method of assessment
	Experience of identifying and manipulating appropriate data from a variety of sources. Experience in a similar role	
Aptitude and skills	Excellent project management skills Ability to work on own initiative and meet set deadlines that are often tight. Good communication skills, and the ability to interact with and communicate complex issues to internal colleagues. Ability to work collaboratively with colleagues particularly with regard to BI development and improvement, including influencing and on occasion negotiating to achieve the optimal solution Excellent attention to detail and accuracy. Managing conflicting priorities between stakeholders Initiative and creatively to solve problems where solution may not be immediately apparent Data Management principles – governance General IT skills including familiarity with MS office suite, web publishing, and email.	Application form and interview

	Desirable	Method of assessment
Experience	Experience of using a student records database (e.g. SITS). Experience in, or understanding of, the Higher Education Sector. Familiarity with cloud technologies and service such as Azure Familiarity with wider Microsoft Business Intelligence Stack (SSAS, SSRS, SSIS)	Application form and interview

	Desirable	Method of assessment
Aptitude and Skills	Ability to take innovative approaches to problem solving and devising inventive and creative solutions	Interview

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:
Name: Ruth Hall
Job Title: Head of Planning and Student Management Information
Email: r.hall@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021.   You can apply via the Government webpage https://www.gov.uk/settled-status-eu-citizens-families

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

https://www.gov.uk/skilled-worker-visa

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

https://www.gov.uk/global-talent

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies