



Business and Data Governance Analyst

Reference: 0148-24

Grade: 8

Salary: £37,099 to £44,263, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose

Joining the Data and Analytics department the purpose of this role is to lead on business analysis to support the improvement of Aston's Data Analytics portfolio.

The post holder will capture business requirements, working with the technical development teams to ensure the translation into high level technical design documents to aid in the delivery of strategic data products within Power Bi to support various initiatives within Aston University.

The post holder will support the new Data Governance initiative to include the upkeep of the foundations of Data Governance to include Business Glossary, Data Dictionary, Data Profiling, and support of the Data Quality processes including appropriate communications.

Main duties and responsibilities

- ▶ Contribute towards the delivery of Aston strategy, supporting data projects through their life cycle by undertaking detailed business requirements, aligning to Agile methodology for design, development, testing and release.
- ▶ Establish relationships with stakeholders to understand and communicate project context, develop feasibility studies and business cases.
- ▶ Communicate with a variety of stakeholders to elicit, evaluate, prioritise, and baseline data requirements to ensure they are fit for purpose, promoting product re-use as appropriate and setting stakeholder expectations on any gaps identified.
- ▶ Design, agree and execute with stakeholder's appropriate data product testing regimes through the creation and management of test scripts for the technical deliverables and user functionality.
- ▶ Support Data Governance initiatives to continue to drive and successes of the new framework.

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 | <ul style="list-style-type: none"> ▶ Educated to a Degree level. | Application form and interview. |
| Experience | <ul style="list-style-type: none"> ▶ Working on large scale projects throughout the project lifecycle. ▶ Familiar with Agile project methodologies. ▶ Assessing and evaluating the impact of new data products in line with the 2030 Strategy. ▶ Experience with relevant tools and techniques e.g. proof of concept, prototyping, process modelling, requirements engineering (user stories), stakeholder analysis, value stream analysis, benefit management. ▶ Experience of stakeholder management and facilitating workshops. ▶ Supporting the development of data products by bridging stakeholders and developer's requirements. | Application form, test, presentation, and interview. |
| Aptitude and skills | <ul style="list-style-type: none"> ▶ Credible and engaging. ▶ Creative and analytical. ▶ Enthusiastic and supportive. ▶ Resilient and determined. | Interview. |

| | Desirable | Method of assessment |
|-------------------------------------|--|----------------------|
| Education and qualifications | <ul style="list-style-type: none"> ▶ Recognised Business Analysis qualification e.g. the International Diploma in Business Analysis (BCS) . | Application form. |

| | Desirable | Method of assessment |
|-------------------|--|---------------------------------|
| Experience | <ul style="list-style-type: none"> ▶ Experience of working with Microsoft Azure, Dev-Ops and Power BI. | Application form. |
| Experience | <ul style="list-style-type: none"> ▶ Creating, writing, executing test scripts for technical developments and end user functionality. | Application form and Interview. |
| Experience | <ul style="list-style-type: none"> ▶ Maintain Data Governance toolkits to include Business Glossary, Data Dictionaries, Data Quality artifacts and Data risk profiling. | Application form and Interview. |

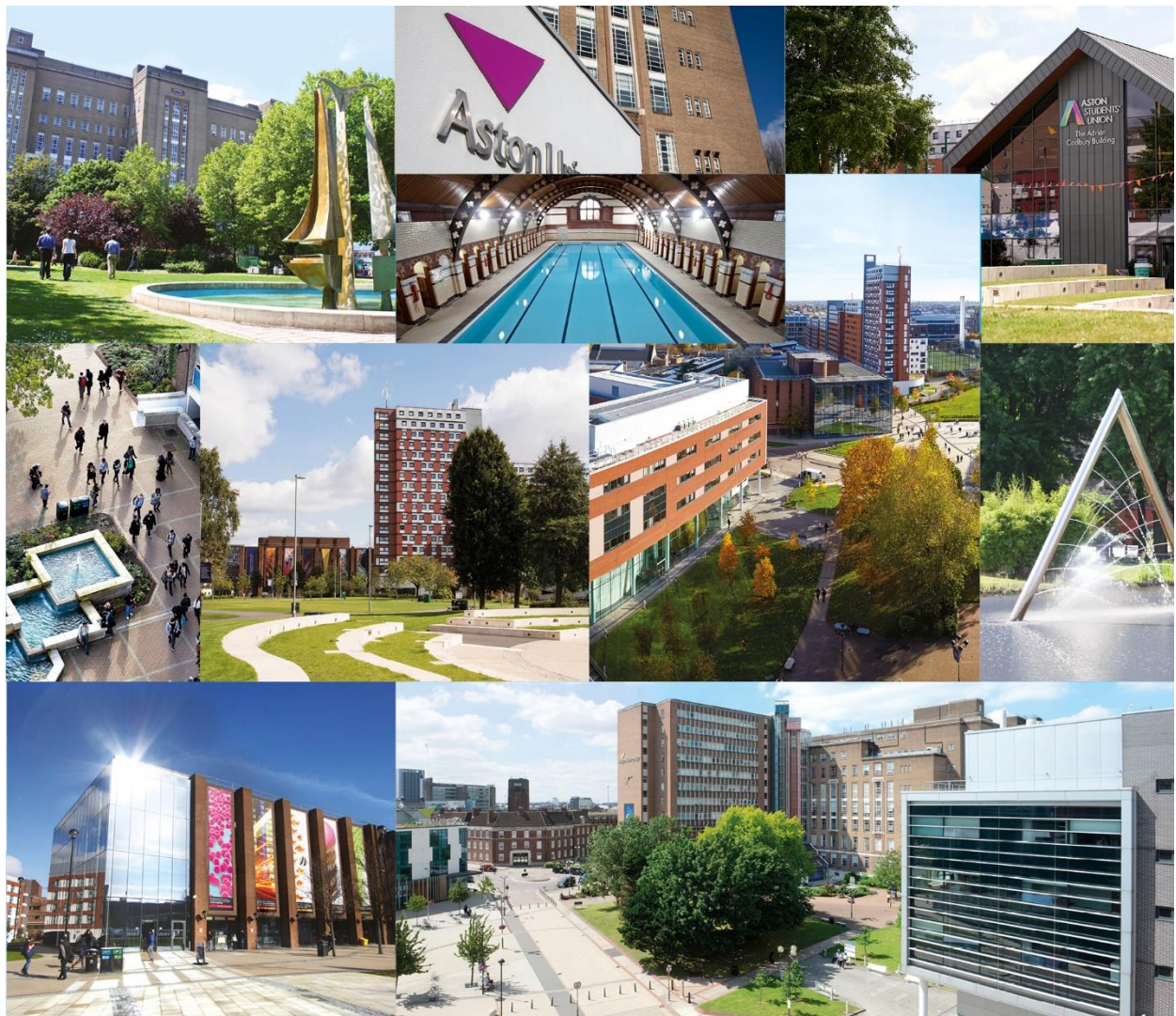
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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: Lisa Gregg

Job Title: Director of Business Transformation

Email: l.gregg@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 are applying for is listed as 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, including meeting the English Language 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>

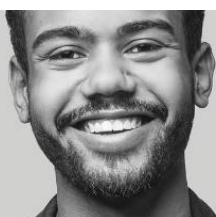
Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

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