



Job Description & Person Specification

Post title: Data Analyst – Postgraduate Student Placement	Post No: 011212
School or Department: Nottingham Business School	Date created: July 2022
Grade: A	Hours per week: 37
Fixed term end date (if applicable): 12 Months	
Immediate line manager: Gary Dooher	

About Nottingham Business School:

Nottingham Business School (NBS) at Nottingham Trent University (NTU) provides education and research that combines academic excellence with impact on people, business, and society.

NBS is accredited by EQUIS and AACSB, which are internationally recognised hallmarks of excellence and quality for business education. The school is one of only six UK business schools recognised as a PRME Champion and held up as an exemplar by the United Nations Principles of Responsible Management Education (PRME).

With a 350+ strong faculty and 7,500+ student population, covering Undergraduate, Postgraduate, Doctoral and Executive Education, NBS works closely with more than 600+ private and public organisations, professional bodies, and global business education networks to create and disseminate cutting-edge knowledge that has a positive influence on business practice and society in general.

As a business school for business, NBS also has over four decades of experience providing pioneering executive and corporate education that help organisations develop their people and performance.

Job Purpose:

To work on initiatives to help manage and transform raw data into actionable business intelligence, analysing and reporting, whilst seeking new areas to report on and looking to continuously improving our insights and methods with the goal of supporting the strategic objectives.

You will be responsible for your own data projects, reports, whilst utilising SharePoint, Power BI, MS Excel, and MS Word for your work.

The post-holder will be a key member of the Nottingham Business School and the on-going continuous improvement and community of practice within the service, across the department and the organisation with the ability to command respect and to create a sense of community.

The post of Data Analyst plays a key role in the delivery of strategic and operational decision making with various stakeholders.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

- Working closely with the Business Analyst with opportunities to develop on reporting and technical skills in practice along with allocated development time
- Organisation and data management, analysis and reporting in support of strategic and operational decision-making meeting internal and external reporting requirements
- Spend time manipulating large datasets, ensuring accuracy and integrity of analysis, whilst working at a fast pace.
- Manage data and information effectively, seeking opportunities to streamline processes where possible, and ensuring that data is held in secure and appropriately accessible locations and formats
- Liaise and work well with busy colleagues to source relevant data and ensure reporting requirements are clear
- Respond quickly and effectively to Ad-hoc data requests.
- Management of a SharePoint communications site to update/add information/reports, whilst circulating links to relevant colleagues.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ Understanding of General Data Protection Regulation (GDPR) ▪ Good knowledge of effective risk and quality management 	
Skills	<ul style="list-style-type: none"> ▪ Advanced use of Microsoft Excel ▪ SharePoint ▪ Strong communication skills and able to work independently and as part of a wider team ▪ Problem solving skills and process improvement ▪ Strong data visualisation and reporting skills ▪ Creative and inquisitive ▪ Maintain analytical skills and technology expertise to a high level of competence 	<ul style="list-style-type: none"> ▪ Python (Willingness to learn is essential) ▪ Experience of using Power BI/Tableau or equivalent is desirable (Willingness to learn is essential) ▪ Knowledge of Excel Macros ▪ Advanced use of MS PowerPoint
Experience	<ul style="list-style-type: none"> ▪ Experience of working with raw data and data transformation ▪ Experience of reporting on data ▪ Prepare presentations and papers for the leadership team to use in internal and external communications. ▪ SharePoint 	<ul style="list-style-type: none"> ▪ Experience of working on data projects ▪ Sense checking work/Auditing ▪ Working with external organisations
Qualifications	<ul style="list-style-type: none"> ▪ Working towards a master's degree at NTU in Business, Finance, Economics, Science, or other relevant degree discipline 	

Competencies	
Essential Competencies	Desirable Competencies
<p>Making informed decisions (Level 3) Uses a wide range of complex data to take controlled risks to achieve greater gain. Uses trends and data to establish controls and performance indicators</p> <p>Adaptability (Level 2) Competency description</p> <p>Creativity and innovation (Level 4) Develops and implements new concepts, models, approaches to practice and products that have a significant impact on the longer term success of the University. Drives strategic thinking.</p> <p>Team Working (Level 1) Works effectively as a member of a team. Takes responsibility for getting things done as part of a team.</p>	<p>Communicating and influencing (Level 2) Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p>Organisation and delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

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