



## **JOB DESCRIPTION**

**Data Analyst  
Professional 4 (P4)  
Student Information System Programme  
13 Month Fixed-Term Contract**

### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Overview of the department**

The Student Information System (SIS) Programme is a multi-year programme which has a key role to play in the advancement of the University strategic goals. Supported by the Office of the Vice-President Academic Affairs, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to enhance the experience of students and staff and facilitate operational excellence by leveraging technology and integrating systems.

## **Role Profile**

Working as part of the SIS programme team and reporting to the Data & Reporting Delivery Lead the Data Analyst will have general responsibilities to support the programme delivery and specific responsibilities relating to activities covered by the Data & Reporting Delivery Stream.

## **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Collaboration with the SIS Programme, DCU and non DCU resources to understand the impact on different business services impacted by the SIS Programme (working closely with the other SIS Delivery Streams to understand the requirements and desired outcomes of the different services / processes / products).
- Ability to translate business needs for reporting to technical specifications in the relevant system
- Contribute to the development, building, testing and maintaining reports as identified in detailed design.
- Perform data validation and analysis of all data were required to ensure accuracy and consistency
- Work with Senior Data Analysts to design, build, test and deploy BI solutions were appropriate for visual presentation of data and to support management level reporting requirements
- Acquire expert knowledge of the reporting solutions and related business processes of units within the remit of the SIS Project
- Work with Senior Data Analysts to create and maintain documentation including Data Dictionaries, data standards, specifications for reports
- Liaise closely with DCU colleagues, third parties and vendors associated with the SIS programme, as well as with all relevant programme stakeholders across multiple levels in DCU on reporting requirements
- Keep informed of business, technical and industry developments, evolving practices and trends in relation to Reporting within Student Information Systems
- Any other duties that may be assigned from time to time by the Programme Management, or nominee.

## **Qualifications and Experience**

The successful individual will have:

- At least 2 years' experience working with large data sets, and an ability to select, adapt, and apply appropriate quantitative and qualitative research design and statistical tools to provide meaning analysis and reports

- A degree or post-graduate qualification in a relevant subject area, which should ideally include a focus on data analysis, business intelligence, data analytics, data mining, management information
- Ability to understand data structures within business systems
- Experience with BI technologies (e.g. Tableau, Microsoft Power BI)
- Ability to work accurately and independently while meeting schedules and time lines
- Ability to work effectively and collaboratively across a number of different teams and locations.
- Excellent analytical and problem solving skills
- Excellent interpersonal skills - takes a consultative approach and is able to build relationships at all levels.
- Be a strong team player, with ability to work under pressure and to deadlines

**Desirable:**

- Knowledge and experience of the Higher Education Sector (nationally and/or internationally).
- Experience with Project Management methodologies and tools