Data Analyst
Professional 5
Quality and Institutional Insights Office
2 Year Fixed Term Contract

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

DCU Quality and Institutional Insights Office

Reporting to the Deputy President, the Quality and Institutional Insights Office (QIO) has two distinct but inter-connected functions, quality enhancement and assurance and institutional research and insights.

A core function of the QIO is the promotion, support and facilitation of continuous quality improvement activities throughout the University. Working closely with the Quality Promotion Committee, the QIO plays a specific role in ensuring the University meets its statutory obligations regarding quality assurance and enhancement. The QIO coordinates and supports

the University's internal quality review process, providing assistance and advice to Heads of Schools, Deans of Faculties and Directors of Units, as well as providing analysis and information to support an evidence-informed approach to reflection, evaluation and planning as part of the review process.

Since 2016, the remit of the QIO expanded to include the University's institutional research and analysis function and the coordination of activity in responding to and analysing DCU's performance in international university rankings. The QIO is responsible for providing analysis and reporting as part of the University's approach to performance monitoring and evidence-informed decision-making, quality enhancement and strategic planning. This work extends to working with a range of national statutory and other agencies to ensure reporting at a national level on a range of student-based reports.

Overview of the Role
Reporting to the Director of Quality and Institutional Research the Data Analyst will be a key member of a small a vibrant team within the University. Working under the supervision of the Institutional Research and Analysis Officer, the Data Analyst will contribute to the University's development of reports and dashboards to support operation and management decision-making across DCU. The post provides an opportunity for the successful candidate to work across the University, with a broad range of stakeholders in defining and developing valuable reports, which will support the enhancement of the student experience, and effectiveness at the University.

Duties and responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Qualifications, experience and skills required.

Essential
- A degree in a relevant subject area and at least three years of data analytics experience
- Experience reviewing requirements, specifications and technical design documents to provide timely and meaningful feedback.
- Proven ability to produce detailed documentation to a high standard including the production of technical specifications.
- Solid understanding and comprehension of the cross-institutional dimensions of enterprise systems, system integration, ICT infrastructure and the associated service delivery within a complex and highly devolved environment
- In-depth knowledge and experience of:
    - Databases technologies and DBA skills
    - Data Integration and Data Quality tools and methodologies
    - Data reporting tools, in particular, Power BI
- Significant degree of technical competency including a practical understanding of:
    - Using databases and software tools to analyse and present data.
    - Scripting/programming languages
- Significant knowledge of major technological developments influencing enterprise ICT infrastructure provision and management

- Excellent planning and organisational skills with the ability to manage small to medium projects, deliver to deadlines and prioritise workload.

Desirable
- Knowledge and experience of the Higher Education sector nationally and/or internationally
- Knowledge of project design and management methodologies

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale: Professional 5 Salary Scale €54,041 - €65,109
Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Closing date: Thursday 21st of December 2023

For more information on DCU and benefits, please visit Why work at DCU?

Informal Enquiries in relation to this role should be directed to:
Dr. Rachel Keegan, Director of Quality and Institutional Research, Quality and Institutional Insights Office, Dublin City University.
Email: Rachel.keegan@dcu.ie - Contact number: +353 1 7006285

Application Procedure:
Application forms are available from the DCU Current Vacancies website at
https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #RC231112 Data Analyst