



Applications are invited from suitably qualified candidates for the following position:

**Business Analyst, Reporting**  
**Student Information Systems (SIS) programme**  
**Office of Vice-President Academic Affairs (Registrar)**  
**2 Year Fixed-Term Contract**

Dublin City University [www.dcu.ie](http://www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and DCU All Hallows campus.

### **Student Information Systems**

The University is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

The Student Information Systems (SIS) Programme is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change. This transformation will be enabled by effective and efficient business processes supported by a fully integrated SIS which will support our objectives to create and sustain a globally engaged university.

SIS will consolidate and modernise multiple legacy student information systems into one, integrated software solution. It will include all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

### **Role Overview**

Working as part of the SIS Programme Team and reporting to the Reporting Lead or nominee, the Business Analyst will have general responsibilities to support the programme delivery and specific responsibilities relating to activities covered by the Reporting Delivery Stream which is responsible for the design and delivery of all Operational, Statutory and Business Management Reports for the SIS Implementation.

### **Duties and Responsibilities**

Please see job description for full list of duties and responsibilities.

### **Candidate Requirements**

**Essential:**

- 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 select, adapt, and apply appropriate quantitative and qualitative research design and statistical tools to provide meaningful analysis and reports
- A strong track record in the gathering, analysis and creation of reports to support all levels in a business
- Ability to understand data structures within business systems
- Ability to work accurately and freely while meeting schedules and time lines
- Experience of developing SQL queries, SQL Server Reporting Services (SSRS) and SQL Server Integration Services (SSIS)
- Experience with BI technologies (e.g. Tableau, Microsoft Power BI)
- Excellent analytical and problem solving skills
- Excellent listening, communication, interpersonal and presentation skills
- Experience with Project Management methodologies and tools
- Be a strong team player, with ability to work under pressure and to deadlines

**Desirable:**

- Previous experience working in a similar role in the Higher Education Sector
- At least 5 years' experience working with large data sets

**Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, GDPR and Compliance. Other training may need to be undertaken.

**Salary Scale – Senior Admin Asst II: €50,302 - €68,024**

*\*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the relevant salary scale in line with current Government pay policy.*

**Closing Date:** 7<sup>th</sup> January 2021

**Informal enquiries to:** Karen Johnston, Reporting Lead, (SIS), Dublin City University, Dublin 9. Tel: 353 1 700 8634; Email: [Karen.johnston@dcu.ie](mailto:Karen.johnston@dcu.ie) *Do not send applications to this address. Instead, apply using the procedure set out below.*

**Application Procedure:** Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies/current.shtml> Applications must be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**  
**#ST1445 Business Analyst, Reporting.**

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment is available at <https://www.dcu.ie/policies/policy-starter-packs.shtml>