**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  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:

- Translate business needs for reporting to technical specifications in the relevant system
- Develop, build, test and maintain reports as identified in the "to be" processes
- Perform data validation and analysis of all report data to ensure accuracy
- 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 the Reporting Delivery lead to create and maintain documentation including requirements, design and user manuals for all new reports developed
- Support the delivery lead in the organisation and facilitation of workshops, working groups were required, establish effective relationships across the university with programme stakeholders during all phases of the SIS Implementation
- 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
- Represent Reporting if required in Design workshops, working groups and other fora during the SIS implementation
- Any other duties that may be assigned from time to time by the Programme Management, or nominee.

## 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 meaning 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.