



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 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

### **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 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.

## 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: 19<sup>th</sup> May 2021**

**Informal enquiries to: Karen Johnston**, Reporting Lead, SIS Project, 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:  
**#ST1445a Business Analyst, Reporting.**

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*