



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 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:

- 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

- 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.