



Job Description

Data Analyst SIS Programme Dublin City University Fixed Term Contract 2 Years

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.

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 our future needs can be met.

Student Information System

This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System (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. The new SIS includes 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. To deliver on the transformational changes the SIS programme has been mobilised by the Office of the Vice President of Academic Affairs. This is a multi-year/multi-phase programme of work that underpins key elements of the DCU Strategy.

The programme consists of Delivery Streams relating to business design and configuration, technology & integration, reporting, data, and change management.

A Project Management Office has been established to co-ordinate and lead delivery, financial, resource and risk management working closely with the SIS Programme Delivery Streams and the solution provider(s).

The programme now requires a Data Analyst, the purpose of which role is to manage and execute data analysis and migration activities. The role will report to the SIS Programme Data Workstream Lead.

Duties and Responsibilities

- Perform data mapping activities for the design and implementation of data migration activities
- Complete interface technical design documentation for input to the migration process
- Work with the technical team to ensure that any new systems or system enhancements are considered in the context of integrated solutions within the University's data architecture
- Provide guidance for stakeholders across the University regarding the analysis of data and the quality assurance of data
- Using data reporting tools to extract and present data in charts, tables, and other visualizations so users can find useful information
- Manage the production of documentation, training material and web resources and data related activities as required
- Manage the relationship with external project partners to ensure acceptable service delivery and customer satisfaction
- Liaise with internal stakeholders to support University-wide data initiatives
- Engage with potential and existing suppliers of ICT related goods and services, providing technical evaluation and input to procurement processes, and ensuring best value for the University
- Monitor industry trends and maintain a technology watch on developments likely to be of relevance to the future transformation of a University-wide ICT infrastructure
- Work with internal stakeholders and external vendors to ensure the successful migration of data from legacy systems to new systems.

Candidate Requirements

Essential

- 3+ years' software Data Analyst and migration experience, preferably including deployment and administration of large multiphase projects
- 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 such as Power BI and Tableau.
- Significant degree of technical competency including 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

- Educated to degree level, with a relevant professional qualification in Computer Science, Engineering or other relevant area
- Excellent social skills - takes a consultative approach and is able to build relationships at all levels
- Ability to prioritise, plan, coordinate and report on daily activities.
- Excellent planning and organisational skills with the ability to manage small to medium projects, deliver to deadlines and prioritise workload
- Ability to operate in an environment with tight deadlines, finite resources and uncertainty
- Ability to work effectively and collaboratively across a number of different teams and locations.

Desirable

- Knowledge and experience of the Higher Education sector nationally and/or internationally
- Knowledge of project design and management methodologies
- Working knowledge of modern integration platforms such as Talend Studio.

Essential Training

Post holders will be required to undertake the following compliance training: GDPR and Compliance. Other training may need to be undertaken when required.