Job Description

Job title	Student Records and Systems Analyst
School / department	Data Operations
Grade	6
Line manager	Student Systems Manager
Responsible for	

Main purpose of the job

This is a key role to support the newly formed Data Operations team.

The main purpose of this role is to review the business processes and provide the system solutions necessary that will enable the student records users to have accurate and timely data fed in their processes. It is a critical role to help the team develop the capacity to support the system solutions student record framework.

In supporting the current student record system and the associated processes, the post holder will be involved in the implementation of a new record system that the University aims to introduce in the next two years.

Key areas of responsibility

1. Manage the system processes supporting the student record management lifecycle.
   Develop and maintain and deep understanding of both the "student data journey" and the systems in place that support the student record management; use your own initiative to make sure that optimal systems solutions are in place to support the student record processes

2. Undertake a review of the existing system processes that underpin the core student records management process undertaken within the Data Operations team.
   "Shadowing" the business processes of the Data Operations team, review, document and as appropriate re-design and implement new system solutions that provide quality assurance and optimised service to day to day activities. Review the interaction between business processes and system solutions across the areas of the student lifecycle.

3. Develop system solutions that support the business processes.
   As required, using own technical skills, design and develop solutions that enable student record management (e.g. batch uploads, data transfer scripts). To participate in the system development life cycle of enterprise level system development project(s) based on recognised standards and methodologies.

4. Provide reporting solutions that enable front line staff (academics and administrators) to conduct their day to day business.

Using the student record system web front (Columbus) build reports that allow easy and direct access to the student data from various stakeholders. Gain knowledge and insight of the students' lifecycle to advise appropriately on the data quality, accuracy and availability of these reports.

5. Liaise with the wider University stakeholders in professional services and academic departments to maintain and support the service level provision Data Operations offers in respect of student records information and data. Work closely with stakeholders to assess their needs in terms of data and system solutions and make sure that their data needs are met in the student record system.

6. Work on the development of a large "common data infrastructure"
Work closely with student data owners and stakeholders to identify data quality issues and develop proposals on improving data structure and utilisation. Be involved in work to integrate data sources, reduce complexity and make data more accessible and deployable.

7. Work collaboratively with other system analysts and members of the Data Operations team to create a thriving environment for system and business analysis.
Work in a team that promotes the use of clever and efficient solutions to support student record management. Work collaboratively with Data Operations staff to make sure that the University have an integrated approach in supporting the student data lifecycle journey.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Educated to Degree Level or equivalent	Masters level qualification
Knowledge and experience	Significant experience of working with student records systems experience and other relational databases Experience of working in HE, knowledge of the processes supporting the student lifecycle such as admissions, enrolment, curriculum, assessments and progression Experience of analysing complex information and writing reports to inform data monitoring and decision making Experience of business process review, writing system documentation including functional and system design specifications Experience of designing technical solutions to meet requirements specifications of business users	Knowledge of Unit-e student record database
Specific skills to the job	Highly computer literate SQL database query language	Experience of using data preparation, analysis, and visualisation tools such as Tableau, Alteryx, Power BI Experience developing Object Oriented applications using C#.NET
General skills	Excellent verbal & written communication skills.	Experience with application lifecycle management procedures working in an environment with a team

	Ability to work on own initiative to tight deadlines and to work as part of a team. The ability to develop effective working relationships with staff at all levels across the University and externally.	
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.