



Job Description

Job Title: Data Analyst
Responsible to: Business Intelligence Manager

Purpose of the job

To support the work of the SUMS Group through the provision of robust data enabling all divisions (currently SUMS Consulting, the Southern Universities Purchasing Consortium (SUPC) and Procurement Service Solutions) to access high quality, timely, and accurate management information.

Reporting to the Business Intelligence Manager, the post holder will ensure that data contained within core systems is accurate and associated processes are as streamlined and effective as possible in order to support the delivery of insight and analysis for colleagues and members.

The post holder will work with SUMS Group members, the regional procurement consortia, suppliers, and other stakeholders to ensure core systems are up-to-date and accurate.

Main duties and responsibilities:

1. To work closely with the SUPC team, and with SUPC members, to ensure that the underlying systems contain accurate and timely data to enable the production of spend reporting, compliance reports, annual member benefit statements, and annual Scope 3 Carbon Emission reports.
2. To support the Senior Insight Analyst with the provision of timely and accurate spend and supplier data for the SUMS Group finance team to enable the raising of invoices in line with agreed timeframes, and to resolve queries with regards, for example, aged debt.
3. To support the Business Intelligence Manager and the Senior Insight Analyst in the collation and analysis of a wide variety of datasets and other business intelligence sources for the management consultancy team and university clients.
4. To create and maintain technical documentation and procedures relating to the collation and maintenance of key system processes ensuring that appropriate quality assurance is incorporated.
5. Provide support to the Business intelligence Manager in relation to the development and provision of reporting through data visualisation software and products.
6. To support in the development of appropriate back-office systems and processes for data collection, analysis, and reporting for the SUMS Group.
7. To keep abreast of higher education sector developments and have a good understanding of the university data landscape.
8. Support SUMS Group team with the timely creation and production of ad hoc reports and data.
9. To undertake other duties as reasonably determined by the Business Intelligence Manager.



Person Specification

Attributes	Essential	Desirable
Education / Qualifications	Undergraduate degree or equivalent qualification or professional experience	Work experience in a Higher Education (HE) or Further Education (FE) setting
Skills / Abilities	<p>Excellent written English, and the ability to present material in writing and orally for a range of audiences</p> <p>Highly developed IT skills, including word processing, spreadsheet, and presentation packages</p> <p>Ability to analyse, interpret, and present data</p> <p>Experience of working with large datasets</p> <p>An exceptionally high level of attention to detail</p> <p>Ability to work with a range of staff, including external clients, and build and maintain good working relationships</p> <p>Excellent organisational and time management skills, with the ability to prioritise effectively to meet deadlines</p> <p>Ability and desire to learn new concepts, practices, and software efficiently and effectively with appropriate guidance</p>	Experience of using data visualisation tools and software