

**Position:** Senior Insight Specialist

**Reporting to:** Head of Business Intelligence

**Type:** Permanent – Full time (or 0.8 FTE of preferred by the candidate)

**Location:** Agile working, with occasional work required in our head office in Reading and travel to client universities

**Remuneration:** £55k, plus benefits

SUMS is a dynamic and values-focused organisation dedicated to supporting the UK's Higher Education sector. We have two divisions – SUMS Consulting and Southern Universities Purchasing Consortium (SUPC), which includes the Procurement Shared Service (PSS). As a charity and not-for-profit, we are a membership-based organisation and part of the community we serve. Our reach currently extends to beyond 50% of the UK Higher Education sector. Our vision is to be the expert partner of choice for universities, delivering tangible, sustainable impact through high-quality consulting and procurement services.

### **Purpose of the role**

Robust business intelligence and insight underpins the work of the SUMS Group and is integral to the operation of its divisions: SUMS Consulting and the Southern Universities Purchasing Consortium.

The role will:

- Provide robust business intelligence insights and visualisation across the business divisions.
- Support the further development of SUMS' services, enhancing the existing provision and developing new business intelligence products and resources.
- Support the effective utilisation of existing data systems and critically review, develop, and enhance existing processes to automate and improve reporting using appropriate tools and software.

### **Principal Duties & Responsibilities**

- To work with the management consultancy team to analyse a wide variety of data sets and other business intelligence sources for university clients, including finance, staffing, non-pay spend, applications and admissions, NSS responses, et al, providing strategic insight and recommendations.
- To use client university data to identify issues, form hypotheses and recommend options for solutions, and where relevant, expert advice on data optimisation.
- To engage with member/client stakeholders at all levels of seniority, reporting findings, insights and recommendations accessibly, both verbally and in writing.
- To deliver consulting assignments at a utilisation rate of 70%.
- To work with consultants and subject matter experts to deliver existing data products, including Procurement Value Assessment, and to support the development of new proprietorial business intelligence products and services relevant to the Higher Education sector.

- To support colleagues and clients in the development of robust business cases and to model financial scenario planning.
- To provide input and support in the development of appropriate back-office systems and processes for data collection, analysis and reporting for the SUMS Group.
- To work with colleagues across the SUMS Group to improve data visualisation and presentation standards and skills.
- To work closely with the SUPC team to enhance spend analysis and insight.
- To keep abreast of higher education sector developments and have a good understanding of the university data landscape.
- To support the SUMS Group with the timely creation and production of ad hoc reports.
- To undertake other duties as determined by the Head of Business Intelligence.

### **The Person**

You will be educated to degree level (or equivalent), be a team-player who is also capable of working independently, comfortable with data and detail, cool under pressure, and innovative with the ability to translate that into the politically complex work of HE. You will be a creative, dynamic thinker with excellent interpersonal skills, an appetite for hard work and a commitment to excellence.

You will have:

- A relentless focus on delivering excellence on behalf of the education clients we work with
- The highest standards of verbal and written communication
- Technical proficiency with familiarity with a range of analytical and data management approaches
- An articulate and reliable ambassador for the SUMS Group
- Absolute discretion and trustworthiness
- A commitment to continuous improvement in all that you do
- At ease with the need for flexibility and adaptability

### **Benefits:**

- Flexible working
- Generous holiday allowance of 38 days, including bank holidays and closure days
- Participation in a company pension plan
- A dynamic work environment where new ideas and innovations are welcomed
- Investment in the development of your competencies, with guidance and support
- The opportunity to support a values-focused sector
- Outstanding contributions recognised through a bonus scheme

### **How to Apply:**

Please send applications to [sums@reading.ac.uk](mailto:sums@reading.ac.uk) with the role title in the email header. Applications must include a full CV and a letter of application setting out your interest in the role and details of how your knowledge, skills and experience match the essential criteria (no more than one page of A4).

**Closing Date:** 23<sup>rd</sup> February 2024 - applications will be appraised on receipt.

SUMS is an equal opportunities employer and we recognise the value that diverse backgrounds and experiences bring to our work and our organisation. Some identities are still typically under-represented in the workplace and we particularly encourage you to apply if that might be you.