Job advert
Business Intelligence Analyst

Context
INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website http://www.intoglobal.com/ has details of how we are organised and our outstanding achievements so far

Requirements

The post is a technical role in the MIS Team that will focus on supporting users of our global MIS technology and enhancing our reporting functions. The role's primary focus will be on development and support of our front-end BI tools, designing useful reports consistent with business specification and our OneSight branding, with a secondary focus on assessing the quality and validity of those outputs and ensuring that all documentation is concise and correct for internal and external users.

Key accountabilities and duties

- Supporting the MIS team with maintenance of Power BI, Report Manager, SQL Server and related reporting systems, helping to ensure a useful and reliable reporting function for the business

- Designing and developing Power BI reports based on specification from the business

- Working with the MIS team to maintain and enhance performance of internal data models using DAX and/or MDX scripting

- Developing and maintaining clear and concise documentation for both internal customers (covering BAU processes and systems) and external customers (covering usage of reports and metrics)

- Working with developers and analysts to complete QA of data between reporting systems, and of reports both in development and production, and to identify and resolve discrepancies and issues

- Validating that user expectations are achieved during the testing process, reviewing user requirements

Salary

This role falls under Salary Band D (26,499 – 35,851 GBP).

Application process

Please refer to the job description for this post for the necessary skills and experience required. Send your CV along with a covering letter stating why you are suitable for the role and where you saw it advertised to: **Matt Webster via email to: HQ.career@intoglobal.com**

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details, a full job description and a copy of our Candidate Privacy Notice see https://intoglobal.com/jobs

INTO is an equal opportunities employer.
INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

http://www.intoglobal.com/

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.
To find out more please visit www.into-giving.com.