

Job description

Business Intelligence Analyst and Data Integration Manager

November 2018

Company 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 partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

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

Reporting line

The role reports to the Director, Market Insight and Knowledge.

Job purpose

This role will focus on developing, interpreting and presenting data and intelligence on core company data sets as well as broader UK higher education data.

The person will also work to integrate these data sets into core company systems to support effective dissemination of information to a variety of stakeholders.

The role will involve preparing background reports and analysis on universities and colleges, analysing public data and maintaining information and partner databases.

There is a specific focus on international student enrolment trends, as well as economic and demographic trends in key source markets. You will also work closely with immediate team members on key projects and also with analytics and insight colleagues within finance and business development teams to ensure consistency and accuracy in reporting methods and information.

Although predominantly a Monday to Friday role, we would expect the successful candidate to be able to accommodate some flexible working hours.

Key accountabilities and duties

This role will focus on the following areas:

- Provision of robust and timely analysis on universities across the United Kingdom – focusing on enrolment

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- trends and benchmarking UK regional and individual centre performance
- Analyse, prepare and present data on international education – with a focus on the United Kingdom and its source markets
- Work closely with colleagues within the Knowledge and Insight team and IT to migrate Knowledge and Insight data into core company systems
- Create dashboards and explore new ways and formats for data visualisation that improve understanding and ability to interpret and self-serve data for a broad range of stakeholders.
- Contribute to development of consulting reports for university partners across the United Kingdom;
- Maintain, update and quality assure key databases utilised by the INTO Knowledge team.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

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.

Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS check will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from UK 	
Knowledge / Skills	<ul style="list-style-type: none"> • Strong written and spoken communication skills, with the ability to work effectively with developers and end-users and to produce concise and comprehensible documentation. • Ability to work alone with minimal supervision. • Good attention to detail. • Demonstrates commitment to ethical professional practice. • Committed and responsible for promoting and safeguarding the welfare of young adults. 	<ul style="list-style-type: none"> • Experience using Microsoft Power BI or equivalent technologies. • Experience using and building Excel based solutions • Basic SQL knowledge