

Summary

<b>Job title</b>	Research Information Data Analyst
<b>Unit</b>	Research Strategy and Policy Unit (RSPU)
<b>Department</b>	Research Services
<b>Division</b>	University Administration and Services
<b>Reporting to</b>	Research Information lead
<b>Location</b>	5 Worcester St, Oxford, OX1 2BS
<b>Grade and salary</b>	Grade 7: £36,024–£42,263 per annum per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (2 years)
<b>Reporting to</b>	Research Information Lead
<b>Vacancy reference</b>	175279
<b>Additional information</b>	<p>Secondments considered</p> <p>Applications to work part time at 80% FTE would be considered</p> <p>The is a hybrid working role, with 2 days per week onsite in Oxford.</p>

The role

Background

The Research Strategy and Policy Unit (RSPU) within Research Services (RS) leads on institutional strategies and initiatives to strengthen Oxford’s research quality, research environment, and research culture. RSPU teams focus on strategy, integrity, and evaluation, and research information. The Research Information team is responsible for providing data, analysis and insights to support research policy and management, and managing information systems.

The team currently has six members, including a data analyst specialising in data modelling. With a growing focus on providing data and business intelligence, we are recruiting an additional data analyst specialising in PowerBI reporting.

Your contribution

You will play an important role in supporting the activities of the RSPU by providing data and analysis about researchers, research, and research activities - to support both central University initiatives and academic departments.



You will gain a thorough understanding of the university's researcher and research related data sets; having an appreciation of the workplace context; and managing data preparation, and creating and deploying a series of effective, robust and reconciled reports, dashboards and other reporting solutions.

You will bring with you your knowledge and expertise of handling complex data sets; a passion for helping users access data in meaningful and approachable ways; ability to help users to define and describe the questions they are seeking to answer; and a professional and team working approach.

You will either have or gain an understanding of the higher education environment, academic publication, and open access.

You will work closely with IT Services, the University's Research Evaluation (REF) team, and data owners.

## Responsibilities

### **Business requirement analysis**

1. Work with report requestors to identify appropriate and necessary data and business intelligence requirements, evaluate options, define requirements, and agree a development approach.
2. This includes working closely with: RSPU leadership, systems and process owners (e.g. HR, finance); staff in academic divisions and departments; Research Services; university committees and other groups.
3. Develop functional specifications and system design specifications.

### **Data preparation and report design**

4. Design and build scalable, efficient and effective business intelligence solutions, focused on user requirements.
5. Ensure all tools are underpinned by high quality documentation and effective testing reflective of requirements, and with changes managed in line with relevant processes.
6. Work closely with data owners and relevant teams within the professional service and IT Services to ensure required data sources are available for business intelligence purposes.
7. Design and deliver in accordance with security procedures, and ensure the safekeeping of relevant data assets and compliance with GDPR, Data Protection Act and other requirements.

### **Data and report management**

8. Manage access to reports for different audiences via Sharepoint, PowerBI cloud desktop and apps
9. Manage data assets - e.g. data flows used within PowerBI.

### **Other**

10. Other comparable responsibilities as might be required by the Research Information Lead.

## **Selection criteria**

Applicants and post holders are expected to be able to demonstrate the following competencies and experience. During recruitment consideration will be given to applicants who may not have proven experience in all areas, but who have demonstrable capability to develop the required competencies. Post holders are expected to meet these criteria during their term of appointment and will be monitored through the usual channels such as annual personal development reviews.

Post holders should have:

### **Essential**

#### Technical proficiency

1. Competent at constructing, cleansing, and preparing large and complex data sets by employing various techniques.
2. Experience of manipulating, modelling, and visualising data with the purpose of creating information that increases knowledge and facilitates decision-making.
3. Ability to interpret business requirements and translate to solution requirements including data protection, information security, and quality assurance aspects.
4. Experience of at least one Analytical Reporting tool – ideally Power BI
5. SQL skills and an understanding of databases and data warehousing theories.
6. Experience in working with functional and technology-focused colleagues to gather, define and prioritise their information requirements in support of planning, designing, implementing, or operating BI solutions.

#### Non-technical proficiency

7. Ability to elicit and document business requirements
8. Experience of prioritising, estimating, designing, and delivering own work packages in a timely manner; experience of achieving collaborative outputs with colleagues who have competing demands on their time
9. Ability to liaise/communicate with stakeholders.
10. Demonstrable problem-solving skills combined with the ability to generate practical and effective solutions.
11. Excellent team-work skills and supportive collaborative work style: able to challenge ideas in a professional and constructive manner to achieve a better outcome for the broader community.
12. Ability to work independently with exceptional attention to detail and efficiency
13. Excellent communication skills, both written and verbal, and ability to communicate across all levels in the University, including the ability to explain difficult concepts.
14. Passionate about working with data and motivated to deliver a joined-up cross-University view that benefits all colleagues.
15. Ability to learn quickly and acquire expertise in different data areas.

#### Pre-employment screening

##### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial

and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Research Services

Research Services is part of the University Administration and Services Division and works in partnership with the academic divisions and their departments and faculties to support Oxford's researchers. Our role is to facilitate excellence in research, engagement and innovation at Oxford. Our vision is to be a trusted provider of expertise, strategic insight, internal and external influence and excellent professional support to Oxford's research, engagement and innovation community.

Research Services is a large team of over 160 research support professionals, with a wide-ranging remit including:

- Supporting the acquisition of external research funding, funder engagement and strategic research initiatives comprehensive funding, contracts and research development support
- Negotiating research-related contracts
- Supporting institutional research strategy, policy and planning
- Facilitating knowledge exchange, innovation and engagement and coordinating the development and delivery of knowledge exchange strategy and policy
- Promoting the responsible conduct of research and compliance with regulatory and research governance requirements
- Leading the continuous improvement of research administration at Oxford

Our values and commitments govern the way we work with others within Research Services, the University and externally, including our commitment to professionalism, consultation, teamwork and continuous improvement. You can read more about our values and commitments [here](#).

For more information please visit: [researchsupport.admin.ox.ac.uk](http://researchsupport.admin.ox.ac.uk)

## University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly by contacting [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at:

<https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>



## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).