



JOB DESCRIPTION

Job Title	Data Analyst
Reporting to	Digital and Data Manager
Place of Work	A mix of on-campus and hybrid working is available
Hours of Work	21 hours per week (2 year fixed term contract)
Salary	£26075 - 28608 (pro-rata)

Here at York SU (University of York Students' Union), we have an exciting job opportunity for someone to join our digital team as our Data Analyst.

York SU are looking for a Data Analyst who believes in the power of student-led insights and knows how to turn raw data into evidence that can support meaningful change. If you're passionate about putting evidence at the heart of decision-making and amplifying the student voice, we want to hear from you.

Designing and delivering user-friendly, interactive, and polished dashboards for stakeholders. Proficiency in SQL, Python, or ETL tools is required for data modeling and preparation. Managing our data visualisation tools to translate business requirements into KPIs and maintain the effectiveness of dashboards post-delivery.

The Data Analyst will have a clear understanding of business needs and KPIs. Cleaning and modeling data from multiple sources. Ensuring accuracy and reviewing with stakeholders, evolving our data dashboards based on usage and feedback.

Key Responsibilities

Data Visualisation & Reporting

- Designing and delivering user-friendly, interactive, and polished dashboards for stakeholders.
- Help co-ordinate and deliver key analysis projects across the academic year in line with organisational priorities.
- Apply tools and techniques for data analysis and data visualisation to present clear findings and recommendations.
- Summarise and present data in the most appropriate format for users.

Infrastructure, Automation & Optimisation

- Assess the current infrastructure of the Students' Union's information systems and data sources, identifying automation or optimisation opportunities where possible.
- Establish structured data stores, consolidating information from various sources.
- Transform documented business workflows into automated processes using tools within York SU.
- Managing our data visualisation tools and ensuring data accuracy.

Stakeholder Engagement & Communication

- Be able to translate technical data solutions and ideas into understandable terms for stakeholders.
- Working with departments to create an annual cycle of data products to support strategic plans, advising on the availability of data and supporting business owners to clearly define the evidence required.
- Support York SU's student leadership team to help navigate evidence-led campaigns and influencing work to relevant stakeholders.
- Ability to contribute to organisational events and projects by providing data driven solutions and managing expectations

Data Governance, Quality & Compliance

- Ensure data is handled securely throughout its lifecycle and establish clear practices around data mining, management, retention and destruction/archiving.
- Become a trusted expert within York SU on data cycle and analysis.
- Actively engage with the Data Commissioning Board identifying areas of improvement, researching potential solutions, analysing impact and defining success measures .
- Support the Digital & Data Manager and Data Protection Officer in ensuring the organisation remains data compliant under relevant legislation.

General Notes

- The principal roles and responsibilities will change from time to time and the post-holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings, or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, policies, and procedures and conditions of service contained in the staff information guide.

- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections.
- Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of customer service, integrity, punctuality, politeness, and professionalism.
- To abide by York SU's constitutions and policies.
- To uphold York SU's environmental and sustainability practices, ensuring good practice is met.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **York SU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

Person Specification

	Essential	Desirable
QUALIFICATIONS		
Degree level, NVQ Level 5 or equivalent professional experience.		X
EXPERIENCE / KNOWLEDGE		
A high level of confidence and ability with mathematics and/or statistics	X	
An understanding of the ethics of gathering and working with data.	X	
Solid experience gathering, inspecting, cleansing, transforming and modelling data	X	
Strong programming skills (Python, R, SQL)	X	
Be able to translate technical data solutions and ideas into understandable terms for stakeholders	X	
Good understanding of information security and cybersecurity principles and best practises	X	
The ability to present information clearly. Proficiency in tools like Tableau, Power BI or Superset	X	
The ability to spot anomalies, handle missing values, and prepare raw data for analysis.	X	
Advanced use of Excel or Google Sheets	X	
Good working knowledge of Google Suite		X
Experience of compiling and sharing user documentation		X
Experience of liaising with multiple stakeholders and suppliers	X	
Knowledge of Machine Learning & Predictive Modeling.		X
Understanding ETL (extract, transform, load) processes, data warehousing, and database systems (e.g., MySQL, PostgreSQL).	X	
SKILLS		

Excellent communication skills, with the ability to explain technical concepts in understandable terms to non-technical users	X	
Strong relationship-building skills to liaise with staff at all levels within the organisation, external suppliers, and partner organisations (e.g. The University of York IT Services)	X	
A methodical and logical approach, with strong problem-solving skills	X	
The ability to identify and implement opportunities for process optimisation and digital transformation		X
Strong teamworking skills and the ability to work collaboratively	X	
Ability to effectively balance competing priorities and requests	X	
An analytical approach to decision-making	X	
Strong written and verbal communication skills.	X	
PERSONAL QUALITIES		
A user-driven approach to service improvement	X	
Accuracy and attention to detail		
Self-motivated to learn and achieve new skills	X	
Develops self and others to achieve their best	X	
Actively champions respect, inclusivity, equality and diversity	X	
Identifies and implements continuous improvement	X	