

JOB DESCRIPTION

Job Title:	Data Analyst
Reporting to:	Digital Manager
Place of Work:	Student Centre - University of York Students Union (Some remote work available)
Hours of Work:	10 hours per week during term time, with some overtime hours available within vacation periods
Scale Point:	Student Role (Skilled/Supervisor rate)

Job Overview

We are looking for two Data Analysts (part-time student roles) to join our Digital team during an exciting time of implementing our new Data and Insight Strategy for the University of York Students' Union. The roles will play an integral part in our organisational shift to data-driven decision making, striving to use data to inform the Union's operational projects and better understand our impact on students.

The role will provide support to the digital team in analysing organisational data and visualising information through dashboards; pulling together large volumes of data from various sources to inform staff and teams on the things they want to know. The post holder/s will be knowledgeable of General Data Protection Regulations UK (GDPR UK) and pay particular attention to integrity, security and confidentiality of data.

The post holder/s will be an excellent communicator with both words and visualisations - someone who can turn complex data into a story that staff understand and use.

The roles are a perfect opportunity for someone who has a strong portfolio and interest in data analysis - you will have a chance to use your skills to drive forwards a period of transformation within the Students' Union, and have the opportunity to pick up loads more skills whilst you're at it.

These roles are only available to students studying at the University of York. Our student roles are flexible to offer students the opportunity to work around their studies.

Key Responsibilities

- **Data Management, Processing, and Analysis:**

- Understand business needs and identify required data.
- Use relevant tools to manage, clean, query, and analyze data securely.
- Maintain documentation for implemented processes and technologies.
- **Communication and Visualization of Data:**
 - Collaborate with teams to understand useful information and key business issues.
 - Use data visualization tools (e.g., Google Looker, Microsoft Power BI) to present data.
 - Create user-friendly dashboards to highlight patterns and summarize data.
 - Translate complex data into clear, understandable narratives.
- **Data Security, Integrity, and Governance:**
 - Ensure secure data handling and prevent breaches or losses.
 - Develop techniques for accurate and legitimate data collection.
 - Collaborate on secure procedures for data lifecycle management (capturing, archiving, and destroying data).
 - Share information dashboards and reports with stakeholders, in compliance with GDPR and data protection guidelines.
- **Organizational Culture and Support:**
 - Work independently while aligning with organizational priorities.
 - Provide training, guidance, and support for staff to engage with data effectively.

York SU's Values and Behaviour

To work with us, we expect our staff to uphold our core values and behaviours. These are:

Ambition

We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.

Innovation

We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.

Social Conscience

We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.



Authenticity

We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.

Partnership

We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.

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, procedures and conditions of service contained in the Staff Handbook, constitution and policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections if necessary.
- All staff are expected to champion an organisational culture which is inclusive and values and celebrates diversity, where students feel empowered to shape their Union
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Qualifications & Experience		
Be a current student at the University of York	X	
Experience analysing data to solve business problems or questions	X	
Experience managing and utilising large volumes of data, working with various SaaS platforms, databases and reporting systems	X	
Experience creating usable and effective visualisations of information (e.g. dashboards)	X	
Experience developing and implementing procedures for effective handling and management of data		X
Knowledge & Skills		
Good understanding of the data analysis process and be able to apply this to your projects; ask, prepare, process, analyse, share, act	X	
Good understanding of data administration and management functions (collection, organising, analysis, etc.)	X	
Good understanding of processing and cleaning data effectively, ensuring data integrity	X	
Able to graphically represent information and communicate a story through visualisations, using tools such as Google Looker Studio, PowerBI	X	
Good understanding of GDPR, data security, and ethical data management	X	
Excellent communication skills; able to communicate to staff across the organisation	X	
Strong data design and organisation skills	X	
Ability to understand context and spot meaningful patterns or correlations	X	
Able to work independently and effectively manage workload	X	
Strong IT skills	X	
Ability to use a technical mindset to break down complex problems or tasks	X	
Good understanding of processes for secure retention and deletion of data		X
Understanding and familiarity of using SQL to query large datasets		X
A creative approach to problem-solving		X
Big-picture and detail-oriented thinking; able to look at the complete puzzle and understand strategy		X



Personal Attributes		
Seek to understand business problems and questions, asking questions and being inquisitive	X	
Self motivated - driven to explore and understand	X	
A curious nature to ask questions and learn from data and information	X	
A strong interest in data analysis and data-driven decision making	X	
An open-minded approach when using data to answer questions or solve problems	X	
Attention to detail and accuracy	X	
Able to work collaboratively with colleagues	X	
Confidence to seek help when needed	X	

Date Updated (& Initials): 07/01/25 LW

