

## Post Specification

<b>Post Title</b>	Data Analyst
<b>Post Status</b>	3 Year Contract
<b>Department/Function</b>	Digital Technologies Office
<b>Salary</b>	Not Disclosed
<b>Closing Date</b>	
<b>Reference</b>	RCPI-11-18

### Post Summary

The Digital Technologies Office is responsible for delivering and accelerating the digital technologies transformation programme within RCPI. It manages digital innovation, creates value for RCPI through technology, manages the technical infrastructure and architecture, and supports staff and stakeholders through this transformation while reducing complexity, cost and risk for the organisation.

RCPI is seeking to appoint a Data Analyst to support the organisation's data related activities to turn data into information, information into insight and insight into business decisions. The role will conduct full lifecycle activities to include requirements analysis and design, develop analysis and reporting capabilities. It will continuously assist the business in monitoring performance and quality control plans to identify improvements.

This is a unique opportunity for an experienced Data Analyst to work within a dynamic and rapidly developing area of RCPI. This role will suit someone with a number of years of experience, who has the ability to work in complex business environments and who easily engages both key stakeholders and customers. The position will appeal to a self-starting, energetic individual who enjoys fresh challenges in an organisation undergoing increased growth and internationalisation.

### Reporting Relationship

The Data Analyst will report to the DTO Manager and will closely cross the business but in particular with the Programme Management Office and the Research Office.

## **Standard Duties of the Post**

### **Data Architecture**

- Own the data architecture of College and identify areas for improvement

### **Data Reporting**

- Interpret data, analyse results using statistical techniques and provide ongoing reports to the business and management
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyse, and interpret trends or patterns in complex data sets
- Work closely with management to prioritise business and information needs
- Support data management requirements for key busy periods including course enrolments, subscription runs and new affiliates
- Deliver on a number of key internal reports

### **Data Improvement**

- Develop and implement data collection systems and other strategies that optimise statistical efficiency and data quality
- Develop and audit relevant policies and data management practices that effectively manage the full data life cycle needs of the business
- Reconciliation of data between interfaces and systems
- Locate and define new process improvement opportunities
- Support management through positive and proactive participation within the team and active collaboration with colleagues across the department as appropriate
- Maintain and monitor standards, controls, processes etc. to minimise business and IT risk, while ensuring full compliance with all legal and regulatory requirements and standards

### **Person Specification**

- Relevant third level qualification with proven capability and 2-3 years' experience in a comparable role
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Knowledge of and experience with reporting packages such as Oracle Discoverer, Jaspersoft, Excel 2013, Microsoft Power BI, database languages (SQL, PL/SQL, etc. ) and programming (XML, ETL frameworks Knowledge of statistics and experience using statistical packages for analysing datasets (Excel, SPSS, etc.)
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings

- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups
- Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes
- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and attention to detail
- Strong intellectual, analytical and thinking skills
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups
- Adept at queries, report writing and presenting findings in concise and coherent manner
- Excellent communication skills both verbal and written
- Ability to work as part of a team.
- Ability to work under pressure and meet deadlines.

## **Application Requirements**

You should submit a cover letter and CV and specifically address the following points in the application.

Candidates who do not specifically respond to these screening questions will not be included in the short listing process.

Can you also please answer the following two questions?

1. What are your current salary expectations?
2. What is your current notice period?

You should submit your application, taking notice of the application requirements set out above to:

Email: [jobs@rcpi.ie](mailto:jobs@rcpi.ie)