University of Nottingham
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JOB DESCRIPTION

Position Title:	Assistant Manager, BI & Analytics
School/Department:	Strategic Analytics
Employment:	3-year contract
Location:	University of Nottingham Malaysia, Semenyih.
Reporting to:	Manager, Strategic Analytics
Purpose of role:	The Assistant Manager, BI & Analytics is responsible for the hands-on design, development and delivery of reliable, scalable and user-focused Business Intelligence (BI) dashboards, reports and analytical solutions across the University. The role supports Faculties, Schools and departments in accessing, understanding and effectively using their data, while building the University's self-service BI and analytics capability to enable timely, consistent and data-driven operational decision-making. The role is also responsible to assist in designing and delivering market research and intelligence to inform programme development, positioning, portfolio strategy, and investment decisions, including financial viability assessments and business cases. Working within the BI strategy, priorities and standards established by the Strategic Analytics Manager, the role executes and manages the BI delivery pipeline from requirements gathering and data preparation through dashboard development, testing, automation, deployment and ongoing enhancement. This includes maintaining departmental data marts, applying established data quality and governance standards, ensuring the accuracy and consistency of BI outputs and responding to evolving business and reporting requirements. The role also plays a key role in driving BI adoption and analytics capability across the University through training, documentation, communities of practice and direct support to data owners and end users. By connecting central BI capabilities with the operational needs of Faculties, Schools and departments, the role helps reduce manual reporting, improve data accessibility and quality, and embed sustainable self-service analytics practices across the University.

Job Responsibilities:

	Description
1.	**BI Dashboard Design & Delivery** • Design dashboard and report specifications for Faculties, Schools and departments; build, test and automate BI solutions following approval from the Strategic Analytics Manager, applying centrally defined semantic models and data standards. • Gather and translate requirements from Faculty, School and departmental stakeholders into clear dashboard and reporting specifications. • Maintain and refresh departmental data marts, ensuring alignment with the University's data dictionary, business glossary and established data standards. • Apply agreed data quality checks at the point of dashboard development and delivery, escalating data quality issues to the Assistant Manager, Data Engineering or Strategic Analytics Manager as appropriate. • Publish and manage dashboard access, permissions and certification in accordance with the data governance and access standards established by the Strategic Analytics Manager. • Maintain, optimise and enhance the existing dashboard portfolio, identifying opportunities to improve usability and performance and to retire, consolidate or rationalise reports as business needs evolve.
2.	**BI & Analytics Enablement** • Support the design and delivery of Power BI and self-service analytics training for staff across Faculties, Schools and departments, building confidence and capability in the effective use of institutional data. • Develop and maintain a central library of BI enablement resources, including user guides, templates, video tutorials, FAQs and best-practice materials, to support consistent self-service analytics adoption. • Provide regular office hours and drop-in support sessions for data owners and departmental analysts developing and maintaining their own reports and dashboards. • Establish and grow a cross-University analytics community of practice, facilitating knowledge sharing, peer learning and the adoption of common BI practices across departments. • Monitor and report on BI adoption and usage, including active users, self-service report development, dashboard utilisation and training reach, to assess enablement effectiveness and identify areas for improvement. • Gather and analyse stakeholder feedback and recurring pain points, translating these into recommendations for improvements to BI products, enablement activities and the broader BI roadmap.
3.	**Departmental & Faculty Support** • Serve as the primary point of contact for BI, reporting and data-related support for Faculties, Schools and departments, providing timely guidance and facilitating the resolution of reporting and analytics needs. • Support stakeholders in interpreting dashboards and analytical outputs, helping them translate data-driven insights into informed operational decisions and actions. • Build and maintain strong working relationships with data owners, data stewards and departmental analysts across the University to strengthen collaboration, data ownership and effective use of BI. • Identify recurring reporting and analytics needs across Faculties, Schools and departments, consolidating common requirements and recommending opportunities for standardisation, automation or centralised BI solutions. • Provide guidance on appropriate use of data in the BI workspaces and reporting definitions. • Ensure stakeholders apply approved data standards and interpret information consistently.

4.	**Recurring Reporting & Operational Analytics** • Manage and maintain recurring operational Power BI reports and dashboards, ensuring timely refreshes and delivery in accordance with agreed reporting schedules and service requirements. • Conduct ad-hoc operational analysis for Faculties, Schools and departments, addressing business and performance questions that do not require the strategic, institutional or financial scope led by the Strategic Analytics Manager. • Monitor the accuracy, timeliness and consistency of dashboards and reports, ensuring output remains aligned with approved data definitions, business rules and source-system changes. • Investigate and resolve reporting discrepancies and data issues, working with relevant data owners, data stewards and technical teams to ensure reliable analytical outputs. • Identify opportunities to improve, automate or streamline recurring operational reporting, reducing manual effort and enhancing the efficiency and usability of BI services.
5.	**Data Analysis, Market Research & Insights** • Conduct descriptive and diagnostic analysis to identify trends, patterns, performance gaps and key drivers across institutional data. • Translate analytical findings into clear and actionable insights, supporting stakeholders in understanding performance and identifying areas requiring attention. • Support strategic and operational analysis through data-driven investigations, benchmarking, trend analysis and scenario analysis. • Develop analytical outputs and insights to support areas such as student recruitment, retention, programme performance, financial performance and resource utilisation.

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	Bachelor's degree in a relevant discipline (Business, Data Science, Computer Science, Information Systems, or related)	
Working Experience	5-7 years of experience in BI development, reporting, or analytics delivery roles Demonstrated experience building and automating dashboards in Power BI Experience delivering training, workshops, or user enablement is strongly preferred	Experience in higher education or a similarly decentralised, multi-stakeholder organisation is an advantage
Knowledge and Skills	Strong hands-on skills in Power BI, including DAX and Power Query Working proficiency in Microsoft Fabric (Lakehouse, Warehouse, OneLake) for building and consuming semantic models SQL and T-SQL for querying and validating data Working knowledge of Python in Jupyter/Fabric notebooks for data	Experience with SharePoint site administration is an advantage

	preparation and basic automation Familiarity with PySpark notebooks sufficient to understand and troubleshoot upstream data preparation (not expected to build production pipelines) Strong Microsoft Excel and PowerPoint skills Excellent communication and the ability to translate technical concepts for non-technical audiences Patient, teaching-oriented mindset with genuine enthusiasm for building others' capability Strong stakeholder management across a wide range of departmental relationships High attention to detail and consistency in dashboard delivery Self-motivated and proactive in identifying enablement opportunities	