

Data Insight Executive

Basic information

Band: Band E/F (dependent on experience)

Job family: Analysis and Insight

Terms: Permanent

Location: Cheltenham

Reports to: Lead Data Scientist

Team: Advisory and Articulation

Business unit: Analysis and Insights



Role purpose:

UCAS is the UK's centralised higher education admissions service. We track choices and decisions across millions of applications for higher education – half of all young people pass through our systems. This generates big, deep, and rich operational data. Buried in this data are key insights and understanding about going to university.

The Analysis and Insights business unit remit includes:

- sharing higher education insights and trends with key internal and external stakeholders
- maintaining a suite of commercially available data products
- delivering additional value to UCAS and UCAS Media through new data-driven product development.

Within the business unit, the Advisory and Articulation Team is responsible for distilling complex data and analysis into salient stories, relevant and understandable to UCAS' various audiences. The focus of the role is on articulating what the data says, and what it means. Outputs include supporting CEO engagements, providing the Executive Team and wider business with data to inform strategic decisions, or working closely with some of our customers to help them understand and improve their work through our data.

This insight focused role will require you to:

- carry out primary analysis of UCAS' data
- use your judgement and communication skills to identify and create stories from data
- build relevant, understandable, and data-driven presentations for use by others in UCAS or UCAS Media

Whilst some experience of a programming language is desirable, it is not essential, as on-the-job training will be provided. Working alongside data scientists, you will gain visibility and experience of the techniques used, to help develop your career in data analysis or insight.

You can expect:

- training by our internal experts in analytical programming (UCAS currently uses SAS software)
- the support of being managed by one of our lead data scientists, and regular opportunities to meet with senior members of the Analysis and Insights Team
- a competitive salary

Key duties and responsibilities:

- Carrying out analysis of UCAS' data to identify trends or patterns across time.
- Updating or reworking analysis code to ensure it's always relevant, accurate, and up-to-date.
- Creating or populating presentations with up-to-date data and insight, for use by UCAS and UCAS Media colleagues, ensuring they highlight the important stories or relevant data, and are easily understood by all audiences.
- Supporting UCAS Media in the delivery of data partnerships/consultancy.
- Championing UCAS' data – helping others understand our analysis outputs, and how they can be used to inform decisions.
- Responding to internal and external requests for data, liaising with colleagues to provide timely responses.
- Maintaining a SharePoint library of insight presentations available to internal colleagues.
- Making data accessible to wider audiences using infographics, or data visualisation tools/techniques.
- Creativity to innovate and contribute ideas for new data-driven product development.

Person specification:

- Experience of extracting intelligence or insight from data, to inform decisions or tell stories.
- Demonstrable customer service skills and a customer-focused ethos.
- A numerate degree, or minimum grade B at A level in mathematics or a subject with a mathematical component (e.g. psychology, physics, economics).
- Excellent numerate, analytical, and logical thinking.
- Excellent communication skills, both written and verbal.
- Knowledge and demonstrable experience of presentation software (e.g. PowerPoint or Prezi).
- Commercial awareness/acumen.
- Drive to find things out from data that really matter.
- Potential to learn and apply analytical programming.
- Ability to simplify and describe complex information to staff of all levels, throughout the organisation.
- Some experience of a programming language desired but not essential, as on-the-job training will be provided.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action

Customer – We always look through the customer lens. The logic of the customer is the logic of UCAS.

Commitment – When we commit, we deliver on time, quality, and budget, or we negotiate changed commitments for good reason. We never leave commitments uncovered.

Team – We work collaboratively. When we commit, we commit as an individual and as a team. We strive for and support team success as well as individual success.

Outcomes – We plan and do things to achieve outcomes. We define them, aspire to them, and deliver them.

Agility – We know we need to be agile when we look through the customer lens, when we make commitments, when we work in teams, and strive for the right outcomes.

Extraordinary – We are ambitious for our customers, for UCAS, and for our teams. We want more than ordinary outcomes – we strive to achieve extraordinary outcomes, extraordinary customer focus, and an extraordinary culture of high performance and quality of focus.