Role Profile

Role title:	Power BI Data Analyst Specialist
Salary:	£30,842
Full/Part Time:	Full-Time
Contract term:	Fixed-term for one year
Accountable to:	Insight and Data Manager
Hours:	35 Hours per Week
Location:	Usually located at the main Students' Union Building with an option to work some hours remotely
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	We offer a great range of benefits. You can see them here.

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 48,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 4 Directors and 6 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that here. All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service

• We believe in improvement and progression

• We are a community

• We are open and transparent

• We are inclusive

You can find more detailed explanations of our values on our website.

Role Overview

As the Data Analyst Specialist, you'll be the technical expert responsible for the end-to-end process of identifying, collecting, mapping and transforming data from diverse systems into actionable visual insights. This role builds and manages data pipelines into BI tools, designs interactive dashboards, and determines prioritisation of visualisation requests based on business impact. Your dashboard work will underpin the Union's impact reporting, our consultancy projects, and Manchester commercial work. By embedding data into everyday decision-making, you'll play a central role in helping the organisation measure and improve its impact on the student community.

Sitting within the Insight and Data team, this role directly supports the organisation's strategic goals by creating a single source of truth for reporting, reducing duplicated data efforts, and enabling evidence-based decision-making across all departments. A key part of this is mapping the organisation's data – building a clear picture of what data we hold, where it sits, and how sources connect – so that reporting is reliable and efficient. You'll liaise with system vendors and the University to build connections between platforms and Power BI, ensuring data flows securely and efficiently. Where data sources are incomplete or unreliable, you'll work hands-on with teams to review and improve how data is collected, ensuring the organisation captures high-quality information at source rather than correcting it downstream.

You'll drive the development of consistent, branded dashboards that report live data for impact reporting, consultancy and commercial work, build and maintain automated ETL pipelines to keep information current, and work alongside colleagues in the Insight team to extend automation across our processes. You'll train colleagues to confidently interpret and act on the insights you produce, and ensure that all data processes are thoroughly documented so knowledge is shared and sustainable.

This role strongly aligns with our values of "We believe in improvement and progression" and "We put students at the heart of what we do", using data to continuously improve services and measure impact on the student community.

Key Result Areas

Responsible for	Contributor to
Building and maintaining automated ETL pipelines connecting data from databases into Power BI, ensuring key data sources are integrated and refreshed on schedule, and working with the Insight team to extend automation across manual processes.	Supporting the Insight and Data Manager in developing the organisation's data strategy, and identifying opportunities to improve reporting coverage across departments
Designing, developing, and maintaining consistent branded dashboards that report live data for impact reporting, consultancy and Manchester commercial work with an	Contributing to cross-departmental projects by providing data analysis and visualisation support, helping teams identify trends, patterns, and KPIs that inform their strategic planning

expectation of at least 2 dashboards released per month.	
Cleansing, manipulating, and structuring raw data from disparate sources to make it analysis-ready, maintaining data accuracy, security, and integrity across all reports and outputs	Supporting the organisation's compliance with data protection legislation and University policy by working with relevant teams to ensure data permissions and governance processes are followed
Liaising with stakeholders to establish reporting requirements and prioritising visualisation requests based on business value, urgency, and ROI, using project management tools like Asana to manage a fast-paced pipeline of dashboard requests	Participating in sector benchmarking by identifying and analysing external data sources to compare organisational performance against industry best practice
Mapping the organisation's data and evaluating the quality and reliability of existing data sources; where gaps or issues are identified, working directly with teams to redesign data collection processes, improve data capture methods, and embed best practice so that information is accurate and fit for purpose from the point of origin.	Liaising with system vendors and the University to build and maintain connections between operational systems and Power BI, securing appropriate data permissions and ensuring reliable data flows
Maintaining comprehensive documentation of data definitions, data dictionaries, process flows, and ETL procedures to ensure organisational knowledge is preserved and processes are repeatable	

This is not an exhaustive list of responsibilities and you may be asked to carry out other duties appropriate to the role.

Organisational Stewardship & Leadership Responsibilities

- You'll contribute to team planning days and delivery of team goals and objectives
- You'll be able to conduct risk assessments for area of work and have a good knowledge of risk mitigating activities for day to day activities
- You'll perform role in line with Union financial framework ensuring all financial paperwork is passed to the finance team, contributing to budgeting and forecasting for aspects of the departmental budget
- You'll hold expert knowledge of policy and procedure as it relates to the role being delivered and is able to independently apply the framework for the majority of day to day matters

Person Specification

Criteria	**Application Form**	**Interview**	**All**
Education			
We accept candidates from any educational background.			✓

Skills			
Advanced SQL skills and Python for data querying and manipulation for complex queries and automation	✓		
Strong experience in Power BI including designing live and interactive dashboards.*			✓
Ability to assess data quality across multiple sources and work collaboratively with non-technical teams to improve data collection processes and standards.			✓
Understanding of data architecture, ETL processes, and database management, with the ability to build and maintain automated data pipelines*			✓
Ability to identify relevant data sources using evidence-based decision-making, establishing a rationale for inclusion and exclusion of data sets and models		✓	
Ability to translate complex, technical findings into clear, user-friendly visual narratives (charts, graphs, maps) for audiences with varying levels of data literacy*			✓
Experience mapping organisational data sources – documenting what data is held, where it resides, and how systems connect to support accurate, efficient reporting.			✓
Personal Attributes			
Highly organised with the ability to work at pace, managing multiple dashboard requests and prioritising based on business impact			✓
Strong communication skills to manage stakeholder expectations, prioritise competing demands, and liaise effectively with system vendors and University contacts			✓
A proactive problem-solver who identifies opportunities to reduce manual processes and improve data quality			✓

Detail-oriented with a commitment to data accuracy, security, and integrity in all outputs			✓
Values & Behaviours			
Align with the SU's values and behaviours both personally and professionally			✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work			✓
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve			✓

Please note that all of the above criteria are desirable unless marked with an asterisk (*), which indicates essential requirements.

Training & Development

On-the-job learning: You'll gain experience in data pipeline development, dashboard design, stakeholder management, and working with a range of systems and vendors. Colleagues and your manager will support you in building confidence across all areas of the role.

Independent and formal learning: We provide access to resources such as guides, e-learning platforms, and professional reading materials via StaffSavvy. If you learn best through structured training, we regularly offer staff development sessions, external training courses, and networking opportunities.

Role-specific development opportunities: There may be opportunities to complete relevant certifications such as Microsoft Power BI Data Analyst Associate, or training in SQL, Python, or Agile project management methodologies.

Working Arrangements

The **Insight and Data** team is based in the **main Students' Union Building**.

- **Flexibility/Remote Working:** You'll have your own desk space but can hot desk and work from other offices if you prefer. Remote working is available for most of the week, with an expectation to attend the office 1-2 times weekly.
- **Hours/Patterns of Work:** Core hours are usually 9–5, but flexible working is supported where possible. There may be occasional requirements for work outside standard hours to support system updates or data releases.

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants here.