



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A145
Job Title	Business Intelligence Analyst
Salary	£31,457.54 - £33,472.35 per annum
Contract Type	Permanent, 37 hours per week, 52 weeks per year
Campus	Gloucester (multi-site and hybrid working options where appropriate)
Department	Business Intelligence
Reporting To	Head of Business Intelligence
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure
Pension	Peoples Pension Scheme

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting a Business Intelligence Analyst to join the Business Intelligence team based at Gloucestershire College (GC).

The Business Intelligence Analyst plays a key role in supporting an FE college to make informed, evidence-based decisions. The postholder will design, develop and deliver accurate, timely and insightful management information to support operational performance, statutory returns, high quality teaching and learning, and strategic planning.

Working closely with colleagues across the college including curriculum, professional services and senior leaders, the role contributes to improving outcomes for learners through high-quality analysis, reporting and interpretation of data.

About the Role – Duties and Responsibilities

1. Analysis, Reporting and Insight

- Produce routine and ad hoc management information to support curriculum delivery, learner performance, quality improvement, funding and compliance.
- Extract, analyse, interpret and present complex data clearly for a wide range of audiences, including senior leaders, managers and external bodies.
- Deliver accurate and timely internal and external reports, ensuring deadlines for statutory returns and funding requirements are met.





- Provide insight and commentary alongside reports, highlighting trends, risks, opportunities and data quality issues rather than simply presenting figures.
- Support the development of self-service reporting solutions and data visualisation platforms to improve access to information across the college
- Design, develop and maintain reports using SSRS and other BI tools as appropriate.

2. Data Quality, Assurance and Governance

- Ensure the accuracy, integrity and consistency of data used in reporting, applying appropriate validation and reconciliation checks.
- Proactively interrogate source data to identify and report data quality issues
- Ensure all work complies with data protection, confidentiality and safeguarding requirements, particularly when handling learner and staff data.

3. Technical and Systems Support

- Write and maintain complex queries to support reporting and analysis across multiple datasets.
- Develop and maintain a strong understanding of college data flows, systems and data definitions.
- Contribute to the ongoing development and improvement of the data warehouse and reporting infrastructure.
- Support the routine monitoring and maintenance of automated reporting processes

4. Stakeholder Engagement and Support

- Work collaboratively with stakeholders to understand information needs and translate these into effective reporting solutions.
- Provide advice and guidance to staff on the appropriate interpretation and use of management information.
- Support colleagues in developing data literacy and confidence in using reports and dashboards.
- Promote a positive culture of evidence-based decision-making across the college

5. General Responsibilities

- Organise and prioritise own workload effectively, managing multiple deadlines
- Maintain high standards of professionalism, customer service and continuous improvement.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy





- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Experience of working with large and complex datasets in an education, public sector or commercial environment. – Strong experience using Microsoft Excel for analysis, validation and summarisation of data. – Experience writing queries using SQL or equivalent transferable skills. – Experience delivering accurate reports to tight deadlines. – Practical experience identifying and addressing data quality issues.
Desirable	<ul style="list-style-type: none"> – Experience working within a Business Intelligence, MIS, Planning or Performance team in an FE or education setting. – Experience developing reporting solutions and dashboards (e.g. SSRS, Power BI or similar tools). – Experience presenting data and insight to non-technical audiences. – Understanding of FE data, funding or performance measures. – Knowledge of statistical techniques and their practical application.

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Excellent attention to detail and commitment to data accuracy. – Strong analytical, critical thinking and problem-solving skills. – Ability to interpret data and communicate findings clearly and concisely. – Confident working with sensitive and confidential information.
------------------	---





	<ul style="list-style-type: none"> – Well organised, with the ability to prioritise and re-prioritise work. – Ability to work on own initiative – Proactive approach to improvement and learning new systems and techniques. – Ability to design clear, visual and user-friendly reports and dashboards. – Ability to explain complex data concepts in an accessible way
<p>Job Circumstances</p>	<ul style="list-style-type: none"> – Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

Gloucestershire College is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken



Shape Futures
Join Our Team.



Gloucestershire
Professional Services Ltd



Gloucestershire College

will be consistently applied across all applicants and may include both social media and a general internet search.

people@gloscol.ac.uk
gloscol.ac.uk

