



**WORK AT
SHIPLEY
COLLEGE**

Business Intelligence Analyst

Shipley College - Great people, great place!

Hours: 37 hours per week, full year post, permanent

Salary: £26,935 - £29,048 per annum FTE

Closing Date: Friday 28th August 2026 at 9am ***(We may close the advert early if sufficient applications are received. Early application is advised)***

Interview Date: To be confirmed

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Would you like to work with a great team in a beautiful location, in a fast paced and varied role? Do you have the energy to resolve a variety of everyday tasks and challenges whilst providing administration with a very high degree of accuracy?

We are looking for someone to support the Finance Business Partner establish a new area for the College, developing reports that will be used throughout the College in supporting senior management to lead their areas and meet the strategic aims of the College

We ask that you are proficient in using IT and Business Intelligence tools, have a "can do" attitude, are data-focussed and thrive in a fast paced, high pressure environment.

If you are self motivated, very well organised and able to work both independently or as part of our team, then we would love to hear from you!



Benefits we offer include:	We are looking for someone who has:
• Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app • Enhanced Annual Leave *qualifying period applies	• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Proficiency in utilising IT tools and technologies • Excellent customer service and interpersonal skills, friendly and helpful attitude • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail. • Able to act on your own initiative and provide leadership to colleagues

How to Apply: Application forms can be obtained from www.shipleys.ac.uk. Completed applications should be submitted to jobs@shipleys.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.
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Job Description

JOB TITLE	Business Intelligence Analyst
RESPONSIBLE TO	Finance Business Partner

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The Business intelligence Analyst plays a pivotal role in transforming raw College data into actionable, visual intelligence that drives decision-making across the College. This role focuses heavily on advanced report building, dashboard engineering, and data accessibility.

The role will see you liaising with departments across College to understand their requirements for data and reporting to enable them to lead their relevant areas. Taking this knowledge you will then work alongside the Network & Data Manager to enable you to source the necessary information and then build the reports to support senior leaders across College. You will use business intelligence visualisation software and have the opportunity to use AI code assistants to enhance reporting efficiency and predictive analytics.

DUTIES AND RESPONSIBILITIES

Advanced Report Building & Dashboard Engineering

- **BI Dashboard Development:** Architect, build, and maintain high-quality, interactive dashboards and visual reports using enterprise BI tools (e.g., Data Studio) to monitor college-wide KPIs such as student retention, attendance, recruitment, and financial performance.
- **Ad-Hoc Data Analysis:** Work with the Network and Data Manager to extract data from core systems (including the student Management Information System) to fulfill urgent, bespoke reporting requests from senior management.
- **Modern Analytics & AI Integration:** Leverage modern productivity and analytics tools, including AI-assisted development, to streamline data transformation workflows, automate repetitive reporting tasks, and build interactive reporting templates.
- **Data Quality & Reconciliation:** Work with the Network and Data Manager to design automated validation checks within reports to ensure data integrity and to eliminate anomalies before publication.

IT Liaison & Data Architecture Collaboration

- **Pipeline & Dataset Alignment:** Act as the primary business point of contact for the Network and Data Manager for data definitions and building data views.
- **Data Scheme Design:** Collaborate closely with the Network and Data Manager to ensure that core database structures are built to meet the reporting needs of the College.
- **Data Governance Enforcement:** Partner with the Network and Data Manager to implement and maintain security access within reports, and data dictionaries, ensuring complete alignment with GDPR and College data retention policies.

Stakeholder Support & Data Literacy

- **User Training & Documentation:** Author clear, accessible user guides for published BI dashboards and deliver targeted training sessions to empower academic and support managers to adopt a self-serve approach to daily data tracking.
- **Business Planning Input:** Interpret complex analytical trends and provide summarised findings to the Finance Business Partner to support curriculum modeling and seasonal business planning workshops.

General Corporate Responsibilities

- Demonstrate a positive commitment to the implementation of the College's Equality, Diversity, and Inclusion Policy, maintaining a culture of continuous quality improvement.
- Fulfill responsibilities regarding safeguarding and promoting the welfare of young learners and vulnerable adults.
- Undertake mandatory training, professional development (CPD), and other duties commensurate with the grade of the post as reasonably required.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent. You must be able to show the original certificates at the interview.
Experience working as a Data Analyst, Management Information (MI) Analyst, or Business Intelligence (BI) Developer
Knowledge of data visualisation tools such as Power BI, Tableau or Data Studio
Ability to communicate effectively to develop good working relationships with all stakeholders within Shipley College
Strong logical mindset with excellent analytical skills and an ability to spot trends, anomalies, and inconsistencies in a range of datasets.

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of working in an educational or public sector setting
Knowledge of Further Education data and the Individualised Learner Record (ILR)
Able to work flexible hours when required to meet the needs of the business
Effective organisational and administrative skills with high levels of accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a demanding workload
Demonstrated experience collaborating with IT, database, or infrastructure teams to establish data requirements

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Familiarity with utilising AI tools and willingness to use such tools appropriately to improve reporting delivery
Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

