
Data and Insight Grade 6

Typical roles: Data/Analysis Support, Data Project Support

Experiences

Activities and responsibilities likely to be required when working at this level

Maintaining data sources, statistical information and standardised dashboards; utilising a range of techniques, including desk research, to gather data to inform decision-making; developing insights by analysing data; presenting insights from data clearly to facilitate discussion; developing methods of communication of data and insights to a variety of audiences; becoming familiar with one or more of UCL's corporate data systems or statutory returns, including Heidi Plus; analysing, extracting and manipulating data or presenting information using Excel, Tableau or other standard software; cultivating a basic understanding of chart choice; ensuring that data is of the right quality to meet user requirements.

Personal and professional development

Development options to consider when working towards this level

On the Job Learning

Developing basic skills in Excel; developing experience of working with large, complex datasets; improving data literacy.

Learning from others

Member of wider or core Community of Practice (CoP); work shadowing; attend HE data conferences; build an awareness of the HE data



Data and Insight Grade 7

Typical Roles: Data Analysis, Reporting Analysis, MI Analysis

Experiences
Activities and responsibilities likely to be required when working at this level
Delivering data analysis using one or more tools, including Excel, Tableau or Alteryx; producing written reports informed by data and statistics; project management of small team data analytical projects; basic data visualization/

Transferable skills and competencies

(see pages 18-19)

Data and Insight Grade 8

Typical Role: Senior Level Analysis, Management, Head of Functional area

Experiences

Activities and responsibilities likely to be required when working at this level

Planning, leading and delivering complex institutional data projects; deep knowledge of a data domain and understanding of how it fits with other domains; leading and developing a team; producing data and insight reports used by senior management across UCL; working with senior staff and stakeholders to understand business requirements for data analysis; using data analysis to inform team strategy; supporting others to deliver data science, collection and analysis projects; taking responsibility for data governance and the data literacy of your team; understanding the HE data domain and its limitations; presenting data visualisation and reports to senior leadership; creating good interpersonal relationships both within teams and with those you do not line manage; recognising future opportunities and threats and leveraging people and technology to deliver timely data solutions; understanding, embedding and influencing others on the importance of data governance, data protection, and good data-quality.

Personal and professional development

Development options to consider when working towards this level

On the Job Learning

Developing advanced skills in Excel and/or other tools e.g. SQL, or coding languages; developing predictive analytical skills; start thinking about an area of specialism; project management, more advanced data literacy.

Learning from others

Presenting data concepts to large audiences; leading a large Community of Practice (CoP) project; attending relevant conferences; mentoring data professionals.

Formal learning

Training in the areas of; data science, statistics, Tableau, data visualisation, coding languages or Alteryx, data engineering, project management, data governance.

UCL Ways of Working

These describe expected behaviours in line with UCL culture and values (see pages 20-21).

Data and Insight Grade 9

Typical Roles: Deputy Director, Associate Director, Head of Functional area

Experiences

Activities and responsibilities likely to be required when working at this level

Presenting, influencing and persuading senior leadership using data; developing and defending strategy using data evidence; prioritising work according to strategic objectives; leading and inspiring teams; cultivating a culture

