JOB SPECIFICATION As at October 2022

LONDON UNIVERSITIES PURCHASING CONSORTIUM

A. Job Title: Data Analyst

B. Job Summary

You will provide procurement data gathering, analysis and reporting service to the Consortium. To harvest, code, format and analyse data from across the Consortium, individual members and the wider HE sector, and provide regular and bespoke information reports as required to colleagues and members.

You will develop and implement effective methods for analysing and interpreting this data, and reporting tools to effectively disseminate information to members, suppliers, Consortium staff and other stakeholders in a clear and comprehensive way.

You will take ownership of analysis projects from initial brief through to evaluation, and have responsibility for improving LUPC's data collection, analysis and reporting techniques to improve our service to members and other stakeholders.

You will be the LUPC lead on HE systems groups and manage the external IT support services provider, with an aim of delivering system enhancements and better ways of working to assist staff, members and suppliers.

Reporting to the Director, you will also support the wider team in their ad hoc data analysis requirements for member engagement activities, strategy formulation and tender processes.

C. Job Content

- Manage the process for gathering regular spend data from all of the Consortium's suppliers and produce a quarterly report for Executive Committee on members' spend through framework agreements against forecast.

- Request and collect spend data from members and produce spend reports as requested.

- Develop and deliver the annual Spend and Savings Report for each member, based on member-submitted spend data using a web-based spend analysis tool.

- Manage data coding, format and delivery of an annual Scope 3 Carbon Emission Report for each member, using a bespoke tool provided for the sector by the HE sector.

- Assist LUPC procurement professionals with ad hoc data requirements for procurement projects, including preparation of tender process tools (evaluation and desktop calculators); validating the data, including checking the accuracy of the evaluation results.

- Support the procurement team with analysis of the regular price change requests from the framework suppliers.

- Work with the office manager who raises LUPC's invoices to ensure a robust and accurate process is in place from receipt of MI to the issuing of invoices.

- Make the best use of opportunities in the systems to benefit different functions at LUPC, such as marketing and the contract managers.

- Represent LUPC on the UKUPC HE systems collaboration group.

- Represent LUPC on other user systems groups as required, including any for the Contracts database, MI system and the sourcing system.

- Deliver general IT training for LUPC staff where required, including inductions for new staff.

- Support the Consortium's internal auditor in providing assurance to the Director and LUPC Board as to the effectiveness of data management controls.

- Undertake other analysis and reporting exercises as directed by the Director or Deputy Director.

D. Chain of Responsibility

- Reports to: LUPC Director

E. Nature of Appointment

This position is permanent. The post holder will be employed by LUPC Ltd and will be based in central London. LUPC operate a hybrid working environment, at present staff are required in the London office for one day a week as a minimum.

F. Person Specification

PERSON SPECIFICATION

Applicants should note that they will need to demonstrate that they possess the qualities set out in the person specification with reference to the specific post. During the appointment process, you should specifically outline how your experience, professional background (including qualifications and/or membership of any relevant professional body) and current knowledge fits the requirements for the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Practical experience of data analysis exercises and reporting in a commercial setting • Experience of improving data collection from external sources	• Experience of working with and guarding commercially sensitive and/or confidential data. • Experience of delivering and sharing training skills with colleagues and members • Experience of working within, or with, procurement teams.	Curriculum Vitae and selection process.
QUALIFICATIONS	• Educated to at least A-level	• Educated to degree level • Another recognised professional qualification (candidates must demonstrate relevance to the specific job).	Curriculum Vitae plus certificate / document checks.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
TRAINING		• Able to demonstrate recent and continuing professional and personal self-development, including analysis and/or project management skills and equal opportunities.	Curriculum Vitae and selection process.
KNOWLEDGE	• Demonstrable knowledge of data collection, processing and analysis techniques, monitoring and reporting • Detailed knowledge of MS Office systems including Advanced Excel and capability to learn to manage and advise quickly other IT hard and software as per the business needs.	• Has a logical mindset and the initiative to search for solutions independently. • Knowledge of the following software applications: e-tendering solutions; databases.	Curriculum Vitae and selection process.

CIRCUMSTANCES – PERSONAL	• Must be legally entitled to work in the UK. • Has flexibility to work to deadlines when required, in rare cases during unsocial hours.		Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION – ADJUSTMENT / ATTITUDE	• Strong interpersonal skills with people at all levels, and the ability to build relationships across a range of people • Able to demonstrate sound judgement and commercial awareness and a high degree of personal and professional probity and integrity • Self-sufficient and able to organise and prioritise own workload • Able to work under pressure and manage competing deadlines • Able to work as part of a small, highly-focused team.		Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL & INTELLECTUAL SKILLS	• An excellent eye for detail and accuracy • Excellent written and verbal communication skills • A persuasive communicator with an ability to present results and explain things clearly and patiently • A creative problem-solver, able to develop new ways of working		Curriculum Vitae and selection process.
PHYSICAL / SENSORY	• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate.		Discussion at interview.