

PERSON SPECIFICATION

Job Title:	Business Intelligence & Information Systems Analyst	Grade:	SCP 18 - 21
Division/Section:	Registry & Academic Operations	Date:	July 2026
Prepared by:	Stuart Cruickshank		
Designation:	Head of Registry & Academic Operations		
Reviewed by:	Carrie Lynch		
Designation:	HR Manager		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
1.1	Knowledge of records systems, relational databases and business intelligence reporting.	Application Form
1.2	Knowledge of statutory returns and awarding body regulations.	Application Form
1.3	Knowledge of GDPR and Freedom of Information, and the associated requirements of data/reporting team.	Application Form
1.4	Ability to work with, manipulate, analyse, and report on large data sets using various reporting tools.	Interview
1.5	Ability to analyse user requirements, determine priorities and manage deadlines both for self, and for others.	Interview

	Desirable	
1.7	Knowledge of Management Information Systems within Further and/or Higher Education	Application Form
1.8	Knowledge of awarding body regulations, such as SQA, UAL etc.	Application Form
1.9	Knowledge of UHI Systems and processes	Application Form

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
2.1	Relevant SCQF level 9 qualification or substantial experience in a comparable role.	Application Form
2.2	Extensive experience of working with large volumes of complex and varied data.	Application Form / Interview
2.3	Proven experience of managing large data returns, from identifying required data to production of the return, submission and validation	Interview
2.4	Proven experience of working with IT systems and developing databases to improve capability/data quality.	Application Form
2.5	Experience of delivering user training and technical support.	Interview
	Desirable	
2.6	Experience of system implementation or integration projects.	Application Form
2.7	Experience in the use of advanced data analytics software or tools (e.g. SQL, Excel, Power BI) to extract, analyse, and report data with precision.	Application Form / Interview
2.8	Experience of 3 rd party reporting, particularly to statutory/funding/awarding bodies.	Application Form / Interview
2.9	Experience of using a student records system e.g. SITS, and/or creating reports from this system.	Application Form / Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
3.1	Ability to manage and validate large volumes of complex data accurately.	Interview
3.2	Ability to prioritise competing demands while maintaining quality and compliance.	Interview
3.3	Ability to identify opportunities to improve systems and reporting processes.	Interview
3.4	Strong analytical skills with the ability to investigate and resolve complex data issues.	Interview
3.5	Ability to work independently and exercise professional judgement.	Interview
	Desirable	
3.6	Experience of business process analysis and continuous improvement methodologies.	Application Form

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
4.1	Ability to build and maintain effective working relationships with internal and external stakeholders.	Application Form
4.2	Ability to provide specialist advice and influence operational decision making through evidence-based reporting.	Interview
4.3	Ability to deliver system training and technical guidance to users.	Interview
4.4	Ability to work collaboratively across professional services and academic teams.	Interview
4.5	Ability to communicate complex technical information clearly to both technical and non-technical audiences.	Interview

4.5	Desirable Experience representing an organisational at external meetings, working groups or forums.	Interview
-----	---	-----------

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
Essential		
5.1	Ability to work under pressure whilst maintaining accuracy, confidentiality and excellent customer service.	Application Form
5.2	Commitment to continuous professional development and service improvement.	Interview
5.3	Flexible approach to supporting changing organisational priorities and regulatory requirements.	Interview
Desirable		
5.4	Available to work flexible as appropriate in order to meet the needs of the service.	Interview