

# JOB DESCRIPTION

<b>Job Title</b>	<b>Aware To Admit (A2A) Data Analyst</b>		
<b>Reports to</b>	<b>A2A Data Lead / Lead Data Engineer</b>		
<b>Department</b>	<b>Technology</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>3</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

The LBS Technology department is responsible for delivering and supporting all digital technology solutions required for the effective running of London Business School.

We provide specialist capability in Service Delivery, Software Development, Digital Solutions Delivery, Teaching and Learning Technology, Platform Integration, Data Management, Cyber Security, Project Delivery, Business Change and Enterprise Architecture.

The Aware to Admit Programme is a cross-functional initiative aimed at transforming the customer journey from initial awareness through to admission. Data plays a critical role in enabling this transformation, ensuring that business and solution goals are met through robust, well-governed, and high-quality data.

## Job Purpose

The Aware to Admit (A2A) Data Analyst will support the delivery of the Aware to Admit (A2A) data workstream, working in partnership with the A2A Data Lead to ensure the successful definition, development and implementation of the programme's data and reporting requirements.

Working closely with internal stakeholders and external partners - including business and data subject matter experts, Data Architects and Solution Architects - the role will contribute to the design and delivery of data models, data standards and reporting solutions that support the A2A programme objectives and enable high-quality, trusted data across the School.

The role is responsible for supporting data analysis, data mapping, business glossary definitions, logical and physical data design, and data quality assurance activities throughout the migration lifecycle. The postholder will also contribute to the design, implementation and testing of reporting and analytics solutions delivered through the A2A programme, ensuring outputs are accurate, scalable and aligned to business needs.

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Delivery and Support

- Apply technical knowledge to deliver reporting, analytics and data integration services in line with established processes and standards.
- Respond to requests from project stakeholders, providing data insights, reporting support and technical guidance to deliver a high-quality service.
- Troubleshoot and triage issues relating to reporting, data quality and data pipelines, applying technical fixes and escalating where appropriate.
- Support the design, development and maintenance of reporting solutions, dashboards and supporting documentation.
- Provide guidance and knowledge sharing to colleagues and stakeholders to improve understanding and use of reporting and analytics tools for decision-making.

### Analysis and Reporting

- Extract, cleanse, validate and analyse data from multiple systems and sources to support operational and strategic decision-making.
- Build and maintain reports and dashboards using Power BI, SSRS and related technologies.
- Produce accurate and insightful reporting outputs, identifying trends, risks and opportunities for improvement.
- Apply data visualisation best practices to ensure reporting is clear, accessible and meaningful to stakeholders.

- Support the development of key performance metrics and reporting standards for the A2A function.

### **Data Engineering and Technical Delivery**

- Support the design and maintenance of data models, data mapping and integration processes.
- Collaborate with stakeholders and technical teams to implement reporting and analytics solutions that meet business requirements.
- Ensure data solutions are developed and maintained in line with agreed standards, governance and best practice.

### **Collaboration and Stakeholder Management**

- Develop effective working relationships with colleagues, stakeholders and third-party suppliers to support collaborative working and successful delivery outcomes.
- Communicate technical concepts and data insights clearly to both technical and non-technical audiences.
- Work closely with business users to understand reporting requirements and translate these into practical solutions.
- Support cross-team initiatives that improve consistency of reporting, data quality and analytics capability across the School.

### **Process Improvement and Change**

- Identify opportunities to improve reporting processes, data quality and ways of working, supporting implementation of agreed improvements.
- Contribute to continuous improvement initiatives relating to data governance, reporting standards and analytics capability.
- Keep up to date with developments in data technologies, reporting tools and industry best practice to support ongoing service enhancement.

### **KPIs:**

- Delivery of accurate, timely and high-quality reporting and analytics solutions.
- Positive stakeholder feedback on outputs, responsiveness and delivery.
- Effective maintenance and reliability of dashboards, reports and documentation.
- Timely resolution of data and reporting issues within agreed service levels.
- Production of insightful reports that support operational and strategic decision-making.
- Compliance with data governance standards, processes and procedures.
- Successful collaboration with stakeholders and technical teams within the programme, and across the School.
- Continuous improvement of reporting processes, data quality and documentation.
- Contribution to the delivery of A2A and wider School data initiatives and projects.

## Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent relevant experience.
- Experience in data reporting, analytics and implementing data-oriented solutions.
- Strong analytical and problem-solving skills, with the ability to interpret complex datasets and present findings clearly.
- Strong communication and interpersonal skills, with the ability to explain technical concepts to non-technical audiences.
- Experience building and maintaining reports and dashboards using Power BI and/or SSRS.
- Experience using SQL and SSMS, including complex query writing, joins, aggregations and stored procedures.
- Knowledge of data modelling, database design patterns and data management principles.
- Experience integrating data from multiple systems and sources.
- Experience or awareness of Azure technologies, including Azure Data Factory and Azure data storage solutions.
- Understanding of reporting standards, data visualisation techniques and best practices for presenting data.
- Understanding of data management standards and procedures.
- Excellent organisational skills and attention to detail.
- Ability to prioritise workloads, manage competing deadlines and work effectively under pressure.
- Ability to work independently and collaboratively as part of a team.
- Positive, customer-focused approach with the ability to build effective working relationships across the School.
- Interest in emerging data technologies, industry trends and continuous professional development.

## Resources including team management

None

<b>Staff</b>	N/A
<b>Budgets</b>	N/A
<b>Date Updated</b>	May 2026