Company:	**London College of Contemporary Arts (LCCA)**
Department:	Data Analytics
Role:	Senior BI Analyst
Reporting to:	Registry / Head of BI, Data Analytics and Reporting
Location:	London, UK

Role Summary

We are seeking a Senior BI Analyst to provide high-quality business intelligence, reporting and analysis across LCCA. The role will translate complex student and institutional data into actionable insight for senior leadership and operational teams, supporting performance management, regulatory reporting, student outcomes and strategic decision-making.

The role will work closely with Registry, Admissions, Academic teams, Finance, Programme Administration and the wider Data & Analytics team to ensure that LCCA has consistent, accurate and trusted information across the student lifecycle.

Key Activities & Responsibilities

BI & Management Reporting

- Develop and maintain management information and performance reporting across LCCA.
- Analyse student lifecycle data, including applications, enrolments, continuation, withdrawals, completion and awards.
- Produce regular reporting and insight for senior leadership and operational stakeholders.
- Identify trends, risks and performance gaps and translate these into actionable recommendations.

Data Analysis & Insight

- Conduct detailed analysis of student and institutional data to support business decisions.
- Investigate underlying drivers of performance and identify opportunities for improvement.
- Develop analytical models, KPIs and performance measures where required.
- Support forecasting, scenario analysis and institutional planning.

Power BI & Data Visualisation

- Develop and maintain Power BI dashboards, reports and analytical solutions.
- Create clear and intuitive visualisations that enable stakeholders to understand performance quickly.
- Ensure dashboards use consistent definitions, calculations and approved sources of data.

Data Quality & Governance

- Identify, investigate and resolve data-quality issues across LCCA systems.
- Reconcile data between internal systems, reporting datasets and validation partners.
- Support the development of a single source of truth for institutional reporting.
- Ensure KPI definitions, business rules and reporting methodologies are documented and consistently applied.

Regulatory & Statutory Reporting

- Support statutory and regulatory reporting, including HESA, OfS, B3 and other institutional requirements.
- Perform data validation and reconciliation to ensure reported figures are accurate and defensible.
- Work with the Statutory Reporting & Data Analyst and wider BI team to investigate and resolve reporting discrepancies.

Stakeholder Management

- Work closely with senior stakeholders and departmental teams to understand business requirements.
- Translate business questions into clear analytical requirements and deliverables.
- Challenge requirements and data interpretations where appropriate to ensure robust reporting.
- Provide guidance to stakeholders on data definitions, interpretation and appropriate use.

Job Profile

Collaboration

- Work closely with Data Engineers to ensure reporting datasets are accurate, reliable and fit for purpose.
- Collaborate with BI Developers on dashboard requirements, data models and visualisation.
- Support Data Scientists with analytical datasets and institutional insight where required.
- Contribute to wider Data & Analytics projects and initiatives.

Continuous Improvement

- Identify opportunities to automate manual reporting and improve analytical processes.
- Reduce reliance on spreadsheets and duplicated reporting.
- Establish reusable reporting processes, templates and analytical methodologies.
- Support the development of data literacy across LCCA.

Qualifications/Education

Essential

- Bachelor's degree in Data Analytics, Business Intelligence, Computer Science, Mathematics, Statistics, Business or a related discipline.
- Strong experience in business intelligence, data analysis and management reporting.
- Advanced SQL and Power BI capability.
- Strong understanding of data modelling, data warehouses and relational databases.
- Experience translating complex data into clear business insight.
- Experience working with student management systems and student lifecycle data.

Desirable

- Master's degree or relevant professional qualification.
- Microsoft Power BI Data Analyst certification.
- Experience working within Higher Education.
- Knowledge of HESA, OfS, B3, TEF or other Higher Education regulatory reporting.

Knowledge & Skills

Technical Skills and Relevant Technologies

- Power BI – Advanced experience developing dashboards, reports, DAX measures and data visualisations.
- SQL – Strong SQL skills for querying, analysing and validating data from multiple sources.
- Data Modelling – Understanding of data models, semantic layers and reporting datasets.
- Power Query / ETL – Experience transforming, cleansing and preparing data for analysis and reporting.
- Data Analysis – Strong analytical capability using large and complex datasets to identify trends, patterns, risks and performance drivers.
- Data Quality & Governance – Understanding of data validation, reconciliation, data quality and governance principles.
- Reporting & MI – Experience developing management information, KPI frameworks and performance reporting.

- Student / Institutional Data – Experience working with student lifecycle data, regulatory data or other complex institutional datasets desirable.

Soft Skills and Cultural Fit

- Proven ability to solve complex problems and deliver practical, scalable solutions.
- Strong analytical and conceptual thinking capabilities.
- Pragmatic, results-driven mindset with a focus on quality and prioritization.
- Ability to manage tasks effectively and meet deadlines.
- Good understanding of project management principles.
- Excellent written and verbal communication skills in English.
- Fresh and energetic approach, focussed on delivering continuous improvement
- Ability to work with and influence key Stakeholders
- Ability to work under pressure and to tight deadlines
- Ability to actively participate in and contribute to technical and business meetings as a subject matter expert.
- Strong stakeholder management and collaborative skills.

Experience

- 5+ years' experience in BI, data analytics, management information or a related analytical role.
- Proven experience developing and maintaining Power BI reporting solutions.
- Strong experience analysing large and complex datasets from multiple sources.
- Experience working with data-quality issues, reconciliation and data governance.
- Experience delivering reporting and analytical insight to senior stakeholders.
- Experience working across multiple business functions and translating business requirements into analytical solutions.
- Experience within Higher Education, regulated environments or complex student data environments would be advantageous.