

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Tableau Developer</b>
<b>Reference:</b>	<b>PLN16</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Faculty/Service:</b>	<b>Strategic Planning and Performance</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Starting Salary:</b>	<b>£43,811 per annum, inclusive of Outer London rising to £50,136 incrementally each year</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Head of Planning and Analytics</b>
<b>Reporting to Job Holder:</b>	<b>None</b>

#### **Overall Purpose:**

The Tableau Developer will play a key role in the newly established Strategic Planning and Performance team at Middlesex University, supporting data-driven decision-making through the development and maintenance of high-quality visual analytics and dashboards. The post-holder will be responsible for designing, producing, and optimising Tableau dashboards that provide insights into key performance indicators, student outcomes, and institutional trends. This role requires strong technical expertise in data visualisation, database management, and automation, as well as the ability to collaborate effectively with stakeholders across the University to translate complex data into actionable insights.

Sitting within a broader Strategic Planning and Performance team, the Tableau Developer will work closely alongside a team of Planning Analysts and the Head of Planning and Analytics Planning Manager to contribute to the continuous improvement of reporting frameworks, ensuring alignment with strategic objectives and regulatory requirements.

#### **Principal duties**

The principal responsibilities and duties of the Tableau Developer include, but are not limited to:

- Designing a data visualisation and reporting architecture and a set of design principles against which institutional data reports will be developed and published.
- Develop and adopt a university-wide standardised approach to reporting, including requirements gathering, report design, documentation, deployment and maintenance;
- Lead in designing and developing scalable, efficient and effective business intelligence solutions focused on user requirements;
- Acting as a subject matter expert in supporting the building and delivery of Tableau dashboards, working from briefs specified by colleagues in the team

- Develop and implement an agreed-upon cycle of regular reporting and detailed analysis for a wide range of business areas, including, but not limited to, recruitment, admissions, enrolments, progressions, etc.
- Develop a comprehensive understanding of Middlesex's data using tools like Tableau or Power Business Intelligence (BI) to enhance productivity and inform decision-making
- Develop and implement a range of interactive dashboards enabling key stakeholders, including Senior Management, faculties and professional services, to enhance their understanding of performance and enable informed decision-making;
- Refining existing Tableau dashboards, working closely with the data and subject owners to ensure these are fit-for-purpose and looking for opportunities to streamline processes
- Ensure effective communication of findings and insights to internal stakeholders, including the Senior Leadership Team (SLT), marketing teams, and relevant faculties.
- Deliver analysis of key datasets (e.g., NSS, Application) to the University Executive Team (UET). This includes performance and student forecasting, as well as ensuring the ongoing development of data and its collection structure
- Develop and maintain professional links with faculties, ensuring their needs for student and performance-related data are met, driving process improvements, and bridging communication gaps
- Provide advice and support to stakeholders regarding best practices in data collection, data reporting, and related topics
- Work closely with CCSS and other relevant stakeholders to support the configuration, maintenance and development of the university's BI platform;
- Support activities on providing analysis and management information for the submission of HESA/OfS statutory returns, the student number planning and the annual business planning cycle;
- Lead the development of relevant training materials and delivering data analytics and reporting training and coaching to end users;

## **PERSON SPECIFICATION**

**Job title: Tableau Developer**

**Your supporting statements on your application form will be assessed to see how you meet of the following criteria:**

### **SELECTION CRITERIA:**

#### **Essential**

- Strong experience of using Tableau (with User, Site, and Project administration/configuration preferred);
- Experience in developing Visual Analytics reports and dashboards using sector-standard tools
- Significant experience providing analysis from various types and data sources (e.g., student, staff and financial data) and utilising insights to influence organisational decision-making and planning effectively.
- Experience gathering data from multiple and diverse sources into relational databases and reporting from them using database query tools
- Demonstrable experience communicating key analytical findings via committee papers, presentations and face-to-face meetings for various audiences.
- Detail-oriented, with demonstrable results in ensuring delivery of quality, error-free work through close attention to detail;
- Demonstrable experience presenting numerical data graphically to a range of audiences.
- Ability to work collaboratively and to gain the trust and confidence of, and to influence and persuade, people at all levels and to manage relationships with multiple stakeholder groups
- Knowledge of UK Higher Education and the use of student data to meet institutional aims and objectives
- Advanced skills in the use of a range of software, including Excel and project management tools
- Demonstrable commitment to fairness and the principles of equality and inclusion.

#### **Desirable**

- A degree or professional body qualification relevant to data visualisation and/or Tableau;
- Experience of working in the Higher Education sector;
- Prior experience of using Extract Transform and Load (ETL) processes and tools;
- Knowledge of SQL to develop queries that form the basis of Tableau data sources.

- Substantial organisational and project management skills, with the ability to flexibly prioritise projects and manage schedule independently, to complete work on time

### **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

**Annual Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the postholder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **Parking at Hendon campus**

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx> We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and

maintain an awareness and observation of Fire and Health & Safety Regulations.

### **What Happens Next?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Dr Mark Humphreys, Director of Strategic Planning & Performance, via email at [m.humphreys@mdx.ac.uk](mailto:m.humphreys@mdx.ac.uk).