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| **1. JOB DETAILS:** |
| **Position Title:** | **Senior Institutional Research Analyst** |
| **Reports to:** | **Head of Department** |
| **Department:** | **Institutional Planning and Effectiveness Department** |
| **Location:** | **Abu Dhabi, UAE** |
| **Prepared / Revised on:** | **20 June 2025** |

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| **2. JOB PURPOSE / ROLE:** |
| The Senior Institutional Research (IR) Analyst at Sorbonne University Abu Dhabi will be responsible for collating, analyzing, and reporting data to support decision-making and greater institutional effectiveness. This position will play a key role in the data management process to support the University Planning and Performance function in addition to the provision of data to a range of both internal and external stakeholders. The senior IR analyst will conduct a range of administrative activities and responsibilities to support the Head of the Department and meet any data requirements from the Executive Management Council. |

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| **3. JOB DIMENSIONS:** |
| **Number of Staff Supervised:** | **Direct Reports:** | **2** |
| **Total:** | **2** |

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| **4. KEY ACCOUNTABILITIES:** |
| Key Priority | Key Activities |
| Data Analysis and Reporting | * Collect, analyze and validate key institutional data using applied research methods to support effective decision making.
* Create regular reports for university senior leadership, for administrative and academic departments and for external third parties by creating data warehouses from a range of key sources and institutional databases and developing dashboards that report and present findings in a clear and accurate narrative, tabular, and graphical forms.
* Oversee institutional data management and maintain accurate and complete databases ensuring data integrity, consistency and accuracy.
* Oversight of all KPI reporting required for internal and external purposes. Collaborate with all respective KPI owners to source the required data, determine the definitions, calculations, thresholds and targets of the KPI and generate reports as per requirements.
* Ensure that all key data required for accreditation and compliance purposes is regularly reviewed and available for reporting to regulatory bodies.
* Collaborate with the IT team on the development of tools and dashboards for data warehouse management and reporting.
* Develop institutional reports to support effective management decision-making including the SUAD Institutional Factbook, annual programme and Graduate Factsheets and other key reports as requested.
* Support the data collection and validation for the relevant ranking entities.
* Keep up to date on all software and reporting platforms and tools to enhance the institutional approach to data analysis and reporting.
* Ensure that all departmental reports are prepared in a timely manner and meet the established requirements, policies and standards.
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| Institutional Surveys | * Collaborate with respective teams to design, administer and analyse institutional surveys.
* Ensure respective action plans are implemented with timelines and reporting schedules.
* Ensure survey tools are regularly updated to align with market trends.
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| Benchmarking | * Conduct regular benchmarks of key datasets and perform statistical analyses of data as appropriate in collaboration with relevant departments and teams.
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| Training and Support | * Provide training to relevant users on how to collect, validate, analyze, and use data to inform decision making.
* In collaboration with Information Technology Services, identify technological solutions to advance the institution.
* Assist in the presentation of data and research to colleagues so that key messages are clearly understood and professionally presented.
* Work closely with the individual departments across the University to provide guidance on data requests from third parties.
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| 5. QUALIFICATIONS, EXPERIENCE, SKILLS: |
| **Minimum Qualifications:*** Bachelor’s degree in business administration, statistics, mathematics, IT, engineering, or a related field.

**Minimum Experience:*** 6 years of work experience in data analysis and analytical role, preferably in the Higher Education sector.

**Job-Specific Skills:*** Data mining and cleaning skills
* Data analysis and statistical skills
* Predictive modelling and trend forecasting experience
* Experience in quantitative and qualitative research methods
* Experience in data reporting and visualization
* Awareness of HEI trends, benchmarks, environmental scanning and KPIs
* Proficiency in a number of tools and software (Microsoft Power BI or QlikView, Stata, SPSS, Minitab etc.)
* Project management experience (preferable)
* Languages: English (proficiency in Arabic and French would be a bonus)
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| **Line Manager Name & Signature:****………………………………………………………………………….** | **Employee Name & Signature:****…………………………………………………………………….** |
| **Date:****………………………………………………………………………….** | **Date:****…………………………………………………………………….** |