UCD Foundation

#JOB-2460837

Ardmore House, Uni Col Dublin, Belfield, Dublin 4,

No of positions : 1

Paid Position

37.5 hours per week

36605.00 Euro Annually

30/07/2026

27/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : caroline.doran@ucdfoundation.ie

Open your camera app & point here to view this ad online

Data Integrity Analyst

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit.Please review the Eligibility and requirements for an employment permit if you are unsure of your eligibility to apply for this vacancy.

Job Description

Employer: UCD Foundation

Job Title: Data Integrity Analyst

Annual Remuneration: €36,605 gross per annum

Location of Employment: Ardmore House, Belfield, Dublin 4

Hours of Work: 37.5 hours per week (Full-Time)

Description of Role:

UCD Foundation is requires a detail-oriented Data Integrity Analyst in our Information Services team. The successful candidate will ensure the accuracy, consistency, and reliability of organisational data, supporting UCD's alumni engagement and fundraising development strategies.

Key Responsibilities:

Implement and enforce best practice data governance and data integrity guidelines across core databases.

Conduct systematic data quality assessments, investigate data anomalies, determine root causes, and execute corrective actions.

Build relationships with key internal stakeholders to generate complex database queries, custom dashboards, and analytical reports.

Manage data validation, verification, and automated ETL/feed updates from external sources to ensure database completeness and GDPR compliance.

Develop data sets and deliver actionable insights utilizing Tableau, Excel, and CRM platform tools (Salesforce / The Raiser's Edge).

Person Specifications & Minimum Qualifications:

Education: Relevant Third-Level Qualification (Degree level or equivalent professional training in Data Analytics, Information Systems, or a related discipline).

Essential Skills & Experience:

Proven experience managing CRM databases (e.g., Raiser's Edge, Salesforce, or equivalent relational databases).

Hands-on experience creating dashboards and reporting in Tableau and Microsoft Excel

(advanced functions including VLOOKUPs, Pivot Tables).

Demonstrated experience in data validation, process optimization, and database auditing.

Solid working understanding of GDPR compliance and e-privacy regulations in relation to data management.

Excellent analytical, problem-solving, time management, and cross-functional communication skills.

Desirable Skills:

Automation skills using SQL, Power Query, or relational scripting tools.

To apply, please submit your CV and a cover letter outlining your relevant experience and why you are a suitable candidate for this position to Caroline Doran, Human Resources Manager, via email, caroline.doran@ucdfoundation.ie with the subject line 'Application: Data Integrity Analyst'

The closing date for applications for this role is 28th August 2026.

UCD Foundation is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]