

## JOB DESCRIPTION

### Student Data Analyst

<b>Section</b>	<b>Planning and Management Information</b>
<b>Location:</b>	Ipswich (Waterfront) Campus.
<b>Salary:</b>	Within the range £30,395 to £34,189 per annum
<b>Grade:</b>	<b>7</b>
<b>Contract status:</b>	<b>Permanent</b>
<b>Hours of work:</b>	<b>Full time, as necessary to carry out the duties of the post</b>
<b>Pension:</b>	USS
<b>Annual Leave entitlement</b>	30 days pa, plus Bank Holidays and closure days
<b>Responsible to:</b>	<b>Head of Planning and Management Information</b>
<b>Reports on a day-to-day basis to:</b>	<b>Student Systems and Reporting Manager</b>

### About the Department

The Planning & Management Information department sits within the directorate of Finance & Planning. The team specialises in a variety of areas such as business intelligence, planning, statutory returns, timetabling/rooming, strategic planning and the administration and maintenance of some of the University's key systems.

### Purpose of the job:

To be responsible for the changing student data and process requirements as a result of the move from the HESA Student return to the Data Futures return. The post holder will be expected to lead on the identification of processes that will need to change and work closely with the External Returns Manager and others in the team to ensure that correct, accurate data is collected to enable accurate reporting.

The post holder will also be responsible for analysis of the Teaching Excellence Framework (TEF) metrics and to support Academic colleagues in their subject level submissions by assisting in the interpretation of the data. This will require them to understand data from other non student related HESA returns and data sets such as the Staff and Finance returns.

### Role Outline

The main duties and responsibilities of the post holder will include:

1. Leading on the implementation of the HESA Data Futures return by:
  - a. Attending briefing and training sessions
  - b. Identifying required changes to data and to processes
  - c. Planning with other teams the implementation of these required changes
  - d. Training staff on the Data Futures methodology and relevant processes

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- e. Working closely with the External Returns Manager to ensure a smooth hand over at the end of the implementation
  - f. Providing project updates and reports as required
2. Producing reports or documentation for senior staff members providing updates on a range of topics.
3. Leading on the analysis of TEF (Teaching Excellence Framework) data sets to support institutional and course level submissions. To liaise with subject areas to ensure that any additional data required for their submissions is provided in good time.
4. Working closely with other teams across the University to ensure a joined-up approach in external returns and analysing data across systems before they are made. This would include data from HR, Finance and Estates alongside the student data.
5. To assist the Business Intelligence Analyst in the analysis, checking and recreation of League Table data.
6. To create specifications for cross system reports to enable easy data quality checking and advising on changes to process to improve data quality.
7. To contribute to projects within the department as required.
8. Any other duties as may be assigned from time to time by the Head of Planning & Management Information
9. To ensure compliance with Health and Safety regulations.

## Selection Criteria

Candidates will be assessed against the following essential/desirable attributes:

	Essential	Desirable
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or equivalent professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>A Postgraduate qualification</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of using a Student Record System</li> <li>Experience of ensuring data quality and designing processes in systems</li> <li>Experience of producing data returns from systems</li> <li>A sound understanding of the relational database model and its implementation</li> <li>Successful experience of working with users and suppliers at different levels</li> <li>Successful experience of using reporting systems and creating specifications for reports</li> <li>Successful experience of leading a working group</li> <li>Knowledge of project management</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Tribal SITS student record system</li> <li>Project Management Qualification</li> <li>Experience of the production of HE external returns</li> </ul>

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	Essential	Desirable
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Flexibility, the ability to work as a part of a team frequently under pressure</li> <li>Effective skills in statistical analysis and data modelling</li> <li>The ability to establish personal priorities and objectives and those of others</li> <li>Effective communication skills, in order to deal tactfully and sensitively with people at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Effective skills in report writing and other written communication</li> </ul>
<b>ATTITUDE</b>	<ul style="list-style-type: none"> <li>A willingness to undertake appropriate qualificatory and skills training</li> <li>An understanding of and commitment to Equal Opportunity Policies, and the ability to promote this in the day-to-day work of the post.</li> </ul>	

**Closing date: MONDAY 25<sup>th</sup> 2019, 5pm**

**Interview date: THURSDAY 7<sup>th</sup> MARCH 2019**

#### **INFORMAL ENQUIRIES ABOUT THIS POST**

James Nial, Head of Planning & Management Information, 01473 338671 or j.nial@uos.ac.uk

#### **APPOINTMENT TERMS**

The role is 37 hours per week on a permanent basis. The salary range for the post is £30,395 to £34,189 per annum. Annual leave is 30 days per academic year, plus public holidays and closure days, which normally occur over the Christmas and New Year period.

#### **FLEXIBLE WORKING**

We consider flexible working requests for all our vacancies. e.g. adjustments to the working location, hours, time, or working on job share basis.

We are a Top 30 Employer for Working Families 2016 and 2017 but we recognise that flexible working is not just for parents and carers. Our inclusive Flexible Working policy is open to all our staff and designed to support our people achieve a positive work-life balance, regardless of their personal circumstances.

#### **Equality, Diversity and Inclusivity**

The University of Suffolk is a diverse and vibrant community and is committed to providing equality of opportunity to all staff and students. Our approach is inclusive; valuing the contribution of every member of the institution and the communities we serve.

As users of the Disability Confident scheme, we guarantee to interview all applicants who declare a disability and who meet the minimum essential criteria for the vacancy.

#### **NO SMOKING POLICY**

A no smoking policy including the use of electronic cigarettes operates at all University of Suffolk premises.

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## APPLICATIONS

Please see below for specific instructions on how to apply. Please note that applicants who fail to return all the documents asked for, may be discounted.

### To apply for this post:

- All forms and information can be found on our website <http://www.uos.ac.uk/jobs>
- Fill in the Application Cover Sheet and include details of any flexible working request you are making
- Complete the monitoring form
- Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post
- Return them as Word (.doc) attachments by e-mail to: [jobs@uos.ac.uk](mailto:jobs@uos.ac.uk) please put the post title in the subject box of your email.
- If you are unable to email your documents, you may post them to

**The Human Resource Team  
University of Suffolk  
Waterfront Building  
Neptune Quay  
Ipswich  
Suffolk  
UK  
IP4 1QJ**

If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351

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