Role Profile

Job Title
Data Analyst

Job family and level
Administrative, Professional and Managerial Level 3

School/Department
Education

Location
Dearing Building, Jubilee Campus

Reporting to
Senior Administrative Manager

Hours of work
Full time 36.25 hours, applications of 29 hours per week and above would be considered

Purpose of Role:

To meet the School of Education's needs for data management and analysis, providing reports, data, analyses and management information to the Senior Leadership Team, Directors, and other staff, to inform and support decision making, planning and strategy, and internal and external reporting:

- acquiring, analysing, quality checking, and managing data from a broad range of sources
- to deliver analyses, data and reports to meet specific requirements from academic and administrative colleagues (including those around recruitment, academic workload management, initial teacher education, Ofsted, student income forecasting, research and evaluation)
- developing and improving resources, processes and interactions with others to optimise efficiency, effectiveness and quality of reports and data
- keeping up to date with University and stakeholder data requirements, organisation and systems to inform your work and respond to changes as necessary, alerting relevant colleagues for changes to expected activity or data
- scanning the environment and keeping abreast of relevant policy, to understand national and international context for education and HE and how this influences trends and data needs relating to the School.

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>1 Data Extraction, analysis and reporting</strong></td>
<td>80%</td>
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<tr>
<td>• Extracting, preparing and collating raw data from multiple sources (from within and outside the University)</td>
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<tr>
<td>• Identifying and addressing data quality issues.</td>
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<td>• Analysing, interpreting and editing data to produce customised reports / statistics to a specific brief</td>
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<tr>
<td>• Presenting complex information in a clear, focussed and contextualised way so that it can be understood and used flexibly by relevant audiences.</td>
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<tr>
<td>• Producing data to contribute to known and scheduled statutory reporting / external data returns, to inform internal reporting, modelling and planning, to support discussion with partners and funders</td>
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| **2 Planning, organising and liaison**                                                 | 10%             |
| • Working proactively to establish, and deliver, a schedule and timeline for known and scheduled reporting requirements and ensuring workload is planned |                 |
| • Liaising with academic and administrative colleagues to identify gaps in information and proposing options to address these or locating sources of information to fill these |                 |
Role Profile

- Collaborating and working effectively with data teams beyond the School

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<th>3</th>
<th>Policy, compliance and change</th>
<th>10%</th>
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<tbody>
<tr>
<td></td>
<td>Keeping abreast of relevant policy, organisation and systems to respond to changes as necessary</td>
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<td></td>
<td>Working alongside a Senior Administrative Manager to take responsibility for compliance with data handling policy in the School and GDPR for data records, monitoring and reporting on these as necessary.</td>
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- Any other duties commensurate with the role and grade

Examples of work/level of responsibility to be delivered/managed

- Ongoing data preparation and reporting for Ofsted, including producing annual data for the Initial Teacher Education self-evaluation process
- Monthly initial teacher education recruitment reports
- Preparation of monthly recruitment data reports for the School’s Senior Leadership Team and Management Board
- Modelling and projecting post graduate taught recruitment – projecting attrition from application to registration
- Extraction and presentation of raw data
- Presentation of executive summaries of data
- Addressing challenges presented by new systems and data extracted from multiple sources
- Handling and storing data and reports to be compliant with policy.

Person Specification
## Role Profile

### Essential

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<tr>
<th>Skills</th>
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| - High level of skills in data extraction and manipulation from a range of systems  
- High level expertise in Microsoft Excel  
- Ability to analyse, report on and present data in an appropriate format for a specific audience  
- High level of IT skills in other elements of the Microsoft Suite (Word, Outlook, Access, PowerPoint), data bases and data extraction, internet  
- Analysis and problem solving capability  
- Excellent written and verbal communication skills and interpersonal skills.  
- Excellent time-management and prioritisation skills |

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| - Experience and specialist knowledge of at least work areas 1 and 2 as detailed in the Main Responsibilities section  
- Comprehensive knowledge and experience of the work practices, processes and procedures relevant to the role including those that would be required to provide first line advice and guidance, typically of a more specialised nature.  
- Knowledge of relevant data protections regulation (eg GDPR) and data handling policy. |

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<th>Qualifications, certification and training (relevant to role)</th>
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<td>- HNC or HND in a relevant subject, or equivalent qualification plus considerable experience in a relevant, comparable role(s) OR broad substantial relevant experience demonstrating development through involvement in a series of progressively more demanding roles.</td>
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### Desirable

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| - Using Office 365 (including Teams, Groups and OneDrive), intranets and SharePoint for collaboration and sharing  
- Experience of using SQL for data manipulation  
- Experience of using Tableau  
- Understanding of initial and continuing teacher education courses and inspection requirements |

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| - Working knowledge of the activities of other areas of the University relevant to the role  
- Awareness of the current and future activities of the University/School to use for planning purposes and systems analysis |

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<td>- Qualification in a numerate subject</td>
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The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

### Valuing People
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

### Taking Ownership
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.

### Forward Thinking
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

### Professional pride
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

### Always inclusive
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

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### Key relationships with others

- **Line manager**
- **Senior Administrative Manager**
- **Role Holder**
- **Data Analyst**
- **Key stakeholder relationships**
  - Academic colleagues
  - University Admin colleagues
  - Planning and Data teams
  - School Admin colleagues