University of Nottingham
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Role profile

Job title	Data and Evaluation Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Widening Participation and Outreach, Student Recruitment	Location	Kings Meadow Campus

Purpose of role

The University of Nottingham are looking to appoint a Data and Evaluation Manager to join their Widening Participation team. You will use your data management and analysis skills to ensure we are supporting students from all backgrounds to access higher education.

The role will oversee existing processes and systems at key points in the admissions cycle / student recruitment cycle. Candidates may have a background in data or research and evaluation.

You will require strong data quality assurance and data management skills alongside experience of analysis and reporting. As someone with a high level of attention to detail, this is an excellent opportunity to make a significant contribution our University's widening participation strategy.

Some key elements of the role include supporting the management and coordination of the Widening Participation (WP) team's data; monitoring and evaluation of outreach and identifying areas for development within the existing evaluation framework that may benefit from additional research.

You will ensure that our team are able to meet internal and statutory reporting requirements, including managing data requests regarding widening participation work and students. A key focus of the role will be overseeing data quality assurance, including data cleansing, and managing systems and processes whereby we collect, record and process data including compliance with data protection legislation and good practice.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Lead, manage and coordinate all aspects of the Widening Participation Team's data, monitoring and evaluation.** ▪ Analyse and interpret qualitative and quantitative data to identify the strengths and weaknesses of activities, designing and undertaking appropriate research and evaluation methods including administrative data, experimental trials, surveys and focus groups ▪ Present findings accurately and appropriately for various (internal) audiences and propose recommendations based on these findings to inform the widening participation strategy and approach, working closely with colleagues to increase understanding ▪ Draw out trends and patterns in enquirer, applicant, offer-holder, and registrations data, including emerging trends in-cycle (to inform plans for interventions).	30%

	▪ Line manages the Data and Evaluation Officer; including distributing workload, accordingly, maintain service standards and ensure compliance with relevant guidelines, manage HR-related activities (performance reviews, staff development etc.)	
2	**To ensure that the Widening Participation Team are able to meet statutory and internal reporting requirements, including managing data requests regarding widening participation work and students.** ▪ Maintain oversight and responsibility for the collection, collation, and quality assurance of data about participants on pre-entry widening participation projects, including keeping auditable records for the annual monitoring return ▪ Working with the University's data teams in Student Recruitment, Student Services and Planning, Performance and Strategic Change use internal and external data to monitor the progression of WP students through the whole student lifecycle, building reports and dashboards that can be used to effectively communicate the data ▪ Undertake analysis from a variety of sources (e.g., East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP), HESA (Higher Education Statistics Agency), UCAS, internal CRM systems) for formal documents ▪ Produce and present high-quality reports and briefing papers, for a variety of audiences ranging from members of the senior management team, outreach staff and funders on the implications of evaluation and research findings for the University ▪ Explore intersections of background characteristics (e.g., gender, ethnicity, and socio-economic status) amongst students at the University and nationally to assess how these predict differential patterns of access and performance ▪ Ensure that WP needs are considered wider university data	25%
3	**To oversee data quality assurance including data cleansing and managing systems and processes whereby data is collected, recorded, and processed, including compliance with data protection legislation and good practice.** ▪ Collect and clean data providing quality assurance of data ▪ Process, analyse and interpret data and present quantitative information. ▪ Co-ordinate data collection methods for specific projects and determine the types and sizes of sample groups to be used. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy ▪ Become familiar with a range of internal and comparative external data sources and evaluate sources of information in order to determine any limitations in terms of answering crucial policy and practice questions ▪ Identify improvements to the team's record systems, data capture and data storage in order to maximise analytical capabilities ▪ To lead on the day-to-day management of the EMWPREP database for the University of Nottingham, in order to record, monitor and evaluate learner engagement in WP activities ▪ Act as the WP team lead for data protection and GDPR compliance, keeping up with training and internal and external developments around	20%

	data protection and processing. Make recommendations to improve systems and processes accordingly ▪ Support the team to fulfil their responsibilities to cleanse data under the General Data Protection Regulations, in particular at the end of each academic year cycle	
4	**To understand the evidence, base of the barriers facing learner progression to and success within HE and help the University of Nottingham to develop the most effective activities in tackling these.** ▪ Work with colleagues across the institution to ensure data and analysis around access, success, progression, and outcomes are available and used to shape interventions or activities to support students' pre and post entry to HE, contributing to the whole student lifecycle agenda ▪ Identify gaps in current knowledge and information required ▪ Provide a sound evidence base for decision-making in relation to student recruitment and admissions ▪ Contribute to developments in policies, procedures and plans based on findings of analysis	20%
5	Any other duties appropriate to the role and level.	5%

Person specification

	Essential	Desirable
Skills	▪ Exceptional monitoring and evaluation skills. ▪ Proficient in data management and experience of providing accurate and timely interpretation of complex data, providing a link between data, information, and action ▪ Ability to draft written reports in a clear way that addresses key issues in a succinct manner ▪ Excellent IT skills including good knowledge of Microsoft Office suite of packages, especially Excel	▪ Ability to quickly learn how to use new systems and processes ▪ Ability to manage budgets in order to make the most effective use of the resources available, in line with the University's Procurement Policy
Knowledge and experience	▪ Substantial experience of reporting and analysing large data sets using Alteryx or a similar package. ▪ Experience of building Tableau dashboards ▪ Producing key findings and summarising recommendations for staff at a range of levels ▪ Experience in delivering data management services to key stakeholders with excellent customer relations ▪ Experience of designing and implementing effective evaluation strategies to support project development and review. ▪ Experience of developing and improving management information and reporting, and adapting to changes in business needs ▪ Knowledge of data protection, and an understanding of the requirements of GDPR	▪ Experience of working with HESA data, population data, other specialist data to provide knowledge and guidance ▪ Knowledge of UCAS, Campus Solutions, Oracle Business Intelligence and EMWPREP ▪ Excellent understanding of a range of evaluation methodologies including RCTs and quasi-experimental designs in education settings ▪ An understanding of Widening Participation and the barriers to HE progression facing underrepresented groups within the English education system
Qualifications, certification, and training (relevant to role)	▪ Educated to degree level	▪ Postgraduate degree or qualification in research methods, statistics, analytics, or a related field
Statutory, legal, or special requirements	▪ Satisfactory basic disclosure obtained from the Disclosure and Barring Service.	

The University of Nottingham is focused on embedding equality, diversity, and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager

Head of Widening Participation

Role holder

Data and Evaluation Manager

Key stakeholder relationships

Colleagues

Students