Job title	Data Analyst	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	School of Veterinary Medicine and Science	Location	Sutton Bonington Campus

Purpose of role

The Data Analyst will support strategic projects and provide key staff such as the Head of School, Head of Operations and Committee chairs with ad hoc, accurate data and information that informs activities and decision making within the school.

You will design, develop and manage processes and systems, negotiate and influence others to drive through design changes and support change management and implementation through effective communication. You will source, interrogate and analyse existing data sets within, and outside, the University to support external quality charter marks, internal processes, research and education, presenting this information in appropriate media.

The role feeds into school and faculty requirements for GDPR and Data Handling Standards. You will support School staff through the provision of expert guidance, advice and training to ensure process compliance is met, and policy documentation is maintained and policy requirements are adhered to.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**HR Management and Information Systems** ▪ HR management information and systems at school level to support School Strategic Plan and leadership at school level ▪ Interrogate and manipulate existing data sources - internal, e.g. TABLEAU, module and teaching evaluations (SET/SEM), HR records, workload planning systems, research and teaching key performance indicators (KPI), metrics – and external, e.g. Higher Education Statistics Agency (HESA), Research Excellence Framework (REF), Teaching Excellence Framework (TEF), Research Information System (RIS) and external benchmarks ▪ Manage all aspects of data to support equality, diversity and inclusion (EDI) strategy ▪ Produce high quality reports and analysis including Personal Development and Performance data ▪ Manage all aspects of data supporting the School's Athena SWAN (AS) submission and activity; take a lead on the design, analysis and presentation of staff surveys, pulse surveys and focus groups ▪ Establish monitoring practices and systems	15%
2	**School Operations** ▪ Contribute to developments in policies, procedures and plans based on findings of analysis	15%

	▪ Undertake analysis of data and identify trends in data to inform plans for intervention ▪ Develop analysis database and tool for providing exam mark statistical analysis to external examiners ▪ Work with the school web apps team to secure Operational Data Streams from central University Systems, assessing and acquiring tools for student data extracts, reporting and analysis ▪ Develop and improve existing School databases and information to ensure they meet GDPR and Data Handling standards. ▪ Provide data protection advice ▪ Other MI and IT development to support operations and management ▪ Identify MI/ IT opportunities and find solutions which improve, streamline and save time ▪ Create and develop new information systems, identifying gaps in current knowledge; develop online forms and advanced database/spreadsheet/other systems to support activity to include event data collection, management and reporting ▪ Work with colleagues to understand information requirements and evaluation needs and identify/develop effective methodologies to be used	
3	**Workload Planning** ▪ Develop a school Workload Planning system to enable school analysis and decision making and forward planning for workload changes ▪ Manage all aspects of data supporting Workload Planning; undertake modeling work ▪ Develop and manage Faculty and University WLP systems on behalf of the School ▪ Manage data collection and entry. ▪ Active member of WLP policy group as the school technical lead for WLP ▪ Summarise, analyse and report on WLP data to the Academic Management Group, working closely with the Head of Operations and Head of School	15%
4	**Education and Student Experience** Summarise, analyse, identify trends, anomalies and factors influencing: ▪ Applications and registration; ▪ Student experience and external performance indicators using local and national datasets, e.g. SET, SEM, TEF, National Student Survey (NSS), Nottingham Student Experience Survey (NSES), Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES), UK league tables; ▪ Quality assurance, including annual course monitoring, degree outcomes, teaching quality ▪ Statistical Distribution of module marks for external markers ▪ Regular and ad hoc management information requests from School leadership ▪ Market Intelligence, e.g. analyse and interpret information to assist in the development of recruitment strategies, courses and curriculum	15%
5	**Information Systems Development**	10%

	▪ Work with school Systems and Applications Developers and central Information Services to ensure a stable Operational Data Source feed to the school with the correct datasets for in-school analysis ▪ Oversee the review of options for and oversee implementation of a data query system that enables live central data feed extracts for analysis and reporting within the school ▪ Work with HR Management Information, sitting on the WLP User Group to develop the central university Workload Planning Tool ▪ Create and develop new information systems where applicable	
6	**Training and Continuous Improvement** ▪ Connect with Data Analysts in other schools/faculties to share good practice and contribute to discussions around data capture and analysis to feed into central decision making and secure reliable data feeds for the school ▪ Build a strong working relationship and work closely with the Analytics Team in the Planning, Performance and Strategic Change department ▪ Support colleagues by developing and delivering training sessions/information guides as appropriate ▪ Lead, be a member of, attend and contribute to a variety of meetings where data analysis expertise/insights are required ▪ Identify improvements to the data sets, data capture and data storage in order to maximise analytical capabilities	10%
7	**Quality Assurance** ▪ Produce high quality reports and analysis across School activity; present findings in appropriate media and propose recommendations to various internal audiences ▪ Collect and clean data providing quality assurance of data ▪ 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 Schools record systems, data capture and data storage in order to maximise analytical capabilities ▪ Be responsible for data protection and GDPR compliance, keeping up to date with training, and internal and external developments around data protection and processing ▪ Advise others in the School on data protection and make recommendations to improve systems and processes accordingly ▪ Develop and maintain a network of contacts of Data Analysts in similar and complimentary roles throughout the University to share good practice and feed into central decision making and secure reliable data feeds for the School	10%
8	**Governance and Compliance** ▪ Maintain a good understanding of relevant policy and legislation in relation to information governance, security and compliance, working in collaboration with the Information Governance team	5%

	▪ With the Senior Operations Manager, ensure that data held by the School are appropriately stored, handled and destroyed, advising on systems as needed ▪ Participate in and contribute to Faculty groups on information compliance, maintaining a high level of understanding of this area	
9	**Other** ▪ Any other reasonable duties as required in accordance with the nature and grade of the post	5%

Person specification

	Essential	Desirable
Skills	- Excellent analytical skills, including with Microsoft Excel: able to interrogate, apply complex formulae to, and interpret data sets to provide insights, draw conclusions and make recommendations - Excellent numeracy skills - Excellent general IT skills (including with Microsoft Office) - Excellent Microsoft Excel skills; able to create, understand and apply complex formulae - Ability to present data and commentary in a range of formats/styles - High attention to detail - Able to communicate data clearly and effectively verbally and in writing with stakeholders at all levels - Excellent customer service skills - Excellent organisational skills with the ability to demonstrate flexibility and prioritisation whilst managing multiple work strands to a consistent fine level of detail - Ability to give presentations in a clear and articulate manner - Work with colleagues to understand information requirements and evaluation needs and identify/develop effective methodologies to be used - Support colleagues by developing and delivering training sessions/information guides as appropriate	- Project management - Excellent understanding of a range of evaluation methods
Knowledge and experience	- Experience of interrogating, analysing and interpreting data and presenting this in different formats for diverse audiences - Experience of using initiative to identify and solve problems - Experience of working successfully in a fast moving, changeable environment	- Experience of using Cognos/Impromptu (or similar reporting tool) - Experience of working with HR data - Experience of using Tableau or similar data visualisation software - Experience of programming in R and/or using extended functionalities in MATLAB - Experience of working in a project team - Experience of supporting chartermark applications

		▪ Experience of developing and delivering training on data
Qualifications, certification and training (relevant to role)	▪ Relevant degree or professional qualification, or equivalent, plus some practical experience in a similar or related role Or ▪ Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge	▪ Postgraduate degree or qualification in research methods, statistics, student analytics or a related field
Statutory, legal or special requirements	▪ Knowledge of Data Protection and GDPR principles and experience of handling sensitive data ▪ Satisfactory basic disclosure obtained from the Disclosure and Barring Service	▪ Knowledge of equality, diversity and inclusion legislation and good practice, including intersectionality, transgender equality and unconscious bias ▪ Create and develop new information systems, identifying gaps in current knowledge; develop online forms and advanced database/spreadsheet/other systems to support activity to include event data collection, management and reporting
Other	▪ Knowing how to work in a team environment, supporting colleagues and sharing expertise ▪ Willingness to adopt the Ethos and Principles of the School of Veterinary Medicine and Science	▪ An understanding of the key working relationships required with staff at all levels across the School/Faculty/University

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 friendly, engaging and receptive, putting others at ease. Actively listens to others to ensure people feel valued and supported.

Taking ownership
Is highly self-aware, looking for ways to improve. Is self-motivating and can balance the needs of a variety of stakeholders. Takes action when required, being mindful of important aspects such as Health & Safety.

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
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 — Senior Operations Manager

Role holder — Data Analyst

Key stakeholder relationships — Planning and Data Teams | Academic Colleagues | Administration Colleagues