



| | | | |
|---------------------------|--|-----------------------------|---|
| Job title | Analyst (Statutory Data) | Job family and level | Administrative, Professional and Managerial Level 4 |
| School/ Department | Planning, Performance and Strategic Change | Location | University Park Campus |

Purpose of role

To support the Data Governance Team, which combines the essential function of statutory student reporting with using the specialist skills and knowledge thereby acquired to make the best use of statutory student data, both externally (e.g., as it is used in league tables) and internally (e.g. using sector-wide HESA data to assess the provision on a national level or among key competitors)

| | Main Responsibilities | % time per year |
|----|---|------------------------|
| 1. | Statutory reporting Interpreting and analysing student data to produce timely and consistent information to contribute to external data returns to official bodies (notably the Office for Students and the Higher Education Statistics Agency), in order to ensure that we receive the correct funding for the University. | 55% |
| 2. | Data Quality To be active in supporting a Divisional priority (with Student Services, IT Services and also more broadly) to raise understanding of the importance of data quality, its significance and impact, and local accountability for it. Work with Faculties, Schools and other Professional Services to disseminate changes to reporting requirements, co-ordinate system development and support student record maintenance in order to enhance and maintain data quality. | 10% |
| 3. | Student population demographics and dynamics Extracting and devising methods of manipulating student-related information from data stored on student record systems and presenting this complex information in a clear, focussed way to the wider University community, including University Executive Board, Faculty Pro-Vice-Chancellors and Heads of Schools to aid their planning. | 10% |
| 4. | External Analyses – e.g. Benchmarking To analyse the University’s external benchmarking performance, including league table position, identifying areas where improvements can be made. | 10% |
| 5. | Internal Client Relationship Management Establish, maintain and develop relationships with agreed internal clients (Faculties and/or Professional Services), building rapport to better understand current and future support requirements, brokering services and capabilities (including taking initial briefs) and enhancing the Divisional reputation. Essential to this responsibility is storing and sharing information relating to clients in a Divisional record/repository. | 10% |
| 6. | Other duties as appropriate to the level of the post | 5% |

Person specification

| | Essential | Desirable |
|--|---|--|
| Skills | <ul style="list-style-type: none"> ▪ Ability to understand and interpret complex information and requirements, assess the purpose of the required outputs, identify relevant data sources, and verify their validity, and support, develop and deliver tested solutions using the best suited tools, technologies and methods ▪ Ability to join, conform, manipulate, and scrutinise large and disparate data sets ▪ Strong communication & interpersonal skills; ability to influence and negotiate ▪ Ability to work cooperatively and flexibly as part of a small team, and work across organisational boundaries on larger and more complex projects ▪ Ability to take a wider view of the Division's role and the institutional implications of the work ▪ Ability to innovate and create new solutions to existing problems; creativity & imagination | |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Significant practical experience of developing and maintaining complex data modelling processes ▪ Good understanding of the UK Higher Education sector and larger national policy environment ▪ Awareness of the requirements of data protection legislation and confidentiality policies | <ul style="list-style-type: none"> ▪ Awareness of emerging technologies and practices in advanced data analysis. ▪ Experience of using Tableau & Alteryx to manipulate data. |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> ▪ First degree in a relevant subject and/or substantial relevant training and experience | <ul style="list-style-type: none"> ▪ First degree and/or postgraduate degree(s) in a numerate subject |



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

