



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

Insight and Analytics play a key role in supporting the university to deliver its strategic goals, building data products that help decision makers turn data into actionable insight. In this dynamic role, you'll play a vital part in shaping the educational landscape by supporting initiatives related to student success, institutional effectiveness, and organisational planning.

In 2024 we will deliver a new Data Strategy which will set the direction of travel for the short and medium term.

Purpose of role

To support the Insight and Analytics function within PPSC in a range of key analytical activities including:

- Acquiring and blending data and research from many sources to carry out analyses of core university activities.
- Student population demographics and dynamics: Analysing detailed data on current and historic enrolments to develop critical reporting.
- Student population forecasting: Combining detailed data on currently enrolled students with intake targets at course level to generate precise forecasts of student numbers.
- Competitive context analyses: Providing context and trend analyses for most aspects of position and performance.

	Main Responsibilities	% time per year
1.	<p>Student Analytics</p> <ul style="list-style-type: none"> • Extract and devise methods of manipulating student-related information from internal student-related business systems as well as external data sources. Present this complex information in a clear, understandable way to the wider University community. This includes the University Executive Board, Faculty Pro-Vice-Chancellors, and Heads of School to aid strategy development, planning and operational excellence. • Identify and develop new reporting initiatives with and for Faculties, Schools and Professional Services. 	50%
2.	<p>Position analyses and benchmarking</p> <ul style="list-style-type: none"> • Analyse the position and performance of a range of core activities, outcomes and outputs against relevant benchmark groupings. • Make use of appropriate tools to align unstructured and semi-structured external data with internal data. This is to enable analyses to highlight gaps and opportunities for improvement in areas of strategic importance. 	20%

3.	<p>Student population management and forecasting</p> <ul style="list-style-type: none"> • Support processes for determining student intake targets and modelling the applicant and student populations. This is to support the decision-making processes in the Admissions Department to deliver the optimum student intake. • Support work to devise and implement methodologies for forecasting student numbers, teaching load, student income and graduating students. This supports the Financial Reporting and Budgeting functions and supports the Faculties, Schools and Departments in their financial and workload planning. 	10%
4.	<p>Documentation and quality standards maintenance</p> <ul style="list-style-type: none"> • Create and maintain running records of design and development decisions to facilitate team capability to jointly maintain all outputs • Produce accompanying end user guidance for reports and analytical tools to ensure analytics consumers correctly use and interpret outputs • Contribute to continuous efforts to improve the quality of underlying data. Liaise with other parts of the Division or source data suppliers as needed. • Work with colleagues to help define, promulgate and meet internal and professional practice standards for analyses, user experience and visualisation via testing, user feedback and iterative development to ensure outputs achieve intended uses and impact. 	10%
5.	<p>Internal Client Relationship Management</p> <ul style="list-style-type: none"> • 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. 	5%
6.	<p>Other duties as appropriate to the level of the post</p>	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Understand and interpret complex information and requirements. • Assess the purpose for which outputs are required. • Be able to identify relevant data sources, and support, develop and deliver tested solutions using the best suited tools, technologies and methods. • Ability to innovate and create new solutions to existing problems. • Ability to manipulate, scrutinise and analyse data and to verify its validity. • Strong communication and interpersonal skills. • Ability to take a wider view of the Division's role and the institutional implications of the work. • Ability to work cooperatively and flexibly as part of a small team. 	<ul style="list-style-type: none"> • Strong interest and ability in data discovery and information and report design. • Understanding and experience of analytical and statistical techniques and software tools. • Awareness of emerging technologies and practices in data analysis and visualisation
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. • Knowledge/experience of SQL, R, Python, D3, OBIEE, Knime or comparable tools and technologies.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • First degree or relevant formal experience in an analytical discipline 	<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

