

Job Description

Position:	Director of Data Quality & Strategic Planning
School/Service:	Office for Students
Reference:	OFS-001/P
Grade:	Executive Level
Status:	Permanent
Hours:	Full-Time
Reporting to:	Assistant Vice Chancellor (Office for Students)

Main Function of the Position:

Accountable for ensuring compliance with and timely submissions of external data returns. Champion initiatives that ensure that appropriate systems are in place to enhance the quality and use of management information across the University. As a member of the Executive Board to have overall responsibility for Strategic Planning, the development of associated KPIs and the annual planning process cycle generally across the University.

Work collaboratively with and support colleagues on University wide priorities / initiatives outside own specific area of work in support of the University Strategic Plan (to include but not limited to open days, clearing and other corporate priorities).

Principal Duties and Responsibilities:

1. To be accountable for the timely and accurate University external submissions of HEFCE, OfS, HESA, HESES, KIS and other statutory returns.
2. To ensure the University has appropriate plans in place for and implements arrangements for Data Futures and HECos.
3. To provide support for the data components of the Teaching Excellence Framework, Research Excellence Framework and any emerging / new sector frameworks (such as the Knowledge Exchange Framework).
4. Ensure the University has a data driven and strategy focused management culture in support of the University mission – to be a teaching intensive and research informed University.
5. Determine strategic priorities, plans and performance metrics relating to data governance and strategic planning and to lead the development and enhancement of the University's capacity and capability in these areas.
6. To be accountable for the resilience, efficiency, quality, transparency and effectiveness of the University's current management information systems and ensuring both systems and associated processes are fit for purpose for a modern Higher Education Institution.

7. To monitor and advise the Executive Board on national and international developments affecting the University and the student life-cycle (to include appropriate competitor / market analysis).
8. Chair and raise the profile of the Management Information & Systems Technology sub-committee of the Executive.
9. Lead the University's strategic planning cycle through the timely production of reliable and relevant data to underpin effective and robust academic, financial and staffing planning within the context of the University's Strategic Plan.
10. To have overall responsibility for the development of institutional KPIs and co-ordination of the strategic planning across the University and in departments (working with members of the Executive Board).
11. Take lead role in development of relevant management information and planning systems – to include be not limited to; the University of Bolton Workforce Allocation Model, Celcat and SITS.
12. To represent the University on relevant external groups and successfully contribute to the broader strategic decision making of the University through active involvement in University committees and groups.
13. Support vertical integration project activity relevant to data quality, strategic and business planning.
14. Facilitate a culture of data quality and planning. Champion business process re-engineering and continuous improvement across the University.
15. To be flexible in the role and to undertake relevant senior management and other appropriate duties, as assigned by the University

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position: Director of Data Quality & Strategic Planning		Reference: OFS-001/P	
School/Service: Office for Students		Priority	
Criteria		(1/2/3)	Method of Assessment
1	Qualifications		
1 a)	Good honours degree or equivalent qualification in a numerate discipline	1	Application Form/ Documentation
1 b)	A Higher degree and/or membership of a relevant professional body	1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Substantial knowledge of data, statistical modelling and analysis, and its application in support of creative solutions at a strategic level in the HE sector	1	Application Form/Interview
2 b)	High level of practical expertise in executing external data returns to HEFCE/OFS, HESA and other external agencies	1	Application Form/Interview
2 c)	A thorough understanding of the functions, requirements and procedures relating to Data Futures and HECos	1	Application Form/Interview
2 d)	Advanced leadership, team working and networking skills, able to motivate and inspire others at all levels	1	Application Form/Interview
2 e)	A high level of practical proficiency in the application of IT systems and capable of utilising IT with respect to management information and reporting tools in the HE sector	1	Application Form/Interview
2 f)	Understanding of current challenges facing UK HE especially in relation to engagement with OfS and HESA	1	Application Form/Interview
2 g)	Able to use and exploit knowledge, managing and organising information analysing and predicting trends and patterns	1	Application Form/Interview
2 h)	Expertise in Data Visualisation techniques relevant to the role	2	Application Form/Interview
2 i)	Expertise in project management methodologies	2	Application Form/Interview
2 j)	Excellent presentation and interpersonal skills	1	Application Form/Interview
3	Experience		
3 a)	Credible experience of business intelligence initiatives, best practice and forward planning priorities especially in relation to meeting external deadlines for data in the HE sector	2	Application Form/Interview
3 b)	Credible experience in effective management, Big Data and control of budgets and resources in the HE sector	2	Application Form/Interview
3 c)	Credible up-to-date experience of the HE sector's critical business intelligence and system requirements	1	Application Form/Interview
3 d)	Experienced in exploring and anticipating trends/patterns and identifying and exploiting opportunities for continuous improvement and organisational benefit	1	Application Form/Interview
3 e)	Experience of developing and overseeing business planning methodologies/systems	1	Application Form/Interview

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4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to work as part of a strategic/executive level team in a challenging environment	1	Interview
4 d)	Efficient and well organised; capable of working under pressure and to deadlines	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel internationally and within the UK as appropriate in order to meet the needs of the services	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current