

## **Job Description**

<b>Position:</b>	Analysis and Evaluation Officer
<b>School/Service:</b>	Strategic Planning & Student Data Management
<b>Reference:</b>	SDM-069/P
<b>Grade:</b>	Grade 6
<b>Status:</b>	Permanent
<b>Hours:</b>	36.25 hours per week
<b>Responsible to:</b>	Associate Director Corporate Intelligence & Data Integrity

### **Main Function of the Position**

- Establish mechanisms and produce analysis of performance using data sets relating to student participation, performance, progression and employment.
- Play a key research and supportive role in the formulation, monitoring and reporting of progress against institutional plans.
- Support on the implementation of a University framework for evaluation and impact monitoring across the whole student journey.
- Provide a robust analysis and research function, delivering results which give actionable insight.
- Identify good practice based on research, evaluation and the sector, producing recommendations for enhancement or change.

### **Principal duties and responsibilities:**

- Develop and implement a framework for evaluation and impact monitoring across the whole student journey, providing a robust model for measuring the impact of key interventions designed to enhance student access, transition, continuation and success.
- Monitor progress against the delivery of key planned outcomes and their associated costs, producing both interim project evaluation reports and annual overarching impact evaluation report.
- Maintain general familiarity across each of, and develop more in-depth understanding of one of:
  - The requirements of the Access & Participation Plan (APP) process, including analysis to identify performance gaps across the student lifecycle such as combination of student characteristics
  - Comparative performance, such as thresholds and benchmarking (as used within the regulation of student outcomes and TEF); the methodologies of League

Tables; and developing intelligence on performance against other institutions such as from HEIDI+ and of market / labour analyses to inform portfolio planning.

- Predictive analytic tools such as student number projections to inform planning and student number returns; capturing targets for future performance against core KPIs; supporting the institutional strategic / operational planning process, including participating in external activities to identify good practice to improve the University's planning function.
- Summarise and present results in the most appropriate format (e.g. presentations, reports and briefings) to various University committees to inform decision-making.
- Act as member or officer to various University Groups, advising and contributing through a sound understanding of relevant guidance, the provision of analysis and the monitoring of progress towards the achievement of planned priorities.
- Source a variety of quantitative internal and external data, undertake analysis of that data, making use of mathematical modelling, complex statistical analysis and visualisation techniques to create accessible and easily interpreted results that are robust and credible, and able to withstand scrutiny at the highest levels of the organisation.
- Undertake qualitative research using both primary and secondary sources. Employ a range of qualitative research techniques, such as facilitating focus groups and running surveys.
- Undertake benchmarking and desk research to ascertain good practice from the sector in relation to enhancements to the student experience and make recommendations to senior management for potential changes based on these findings.
- Work collaboratively across the University to ensure that monitoring and evaluation informs future activity, and helping colleagues to interpret data and to use it to inform planned interventions.
- Work with subsidiaries within the University Group (such as Bolton College) to help ensure that student transition and progression opportunities are effective and maximised.
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
- Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the

**Other Duties:**

- To work flexibly including occasional requirements in the evenings or at the weekend such as to participate in internal/external events, deemed appropriate to the duties
- Attend and participate in work related training, development and other activities which may take place off campus or at other premises in the University Group, and may occasionally include overnight stay

**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

<b>Position:</b> Analysis and Evaluation Officer		<b>Reference:</b> SDM-069/P	
<b>School/Service:</b> Strategic Planning & Student Data Management		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Educated to degree level standard in a numerical discipline or business intelligence/data systems, or equivalent relevant experience	1	CV/Documentation
1 b)	Postgraduate qualification, PhD/Professional Doctorate or equivalent level qualification or credible achievements in the professional field	1	CV / Documentation
<b>2 Skills</b>			
2 a)	Excellent communication and interpersonal skills	1	CV/Interview
2 b)	Able to design and deliver presentations to small and large groups and to write succinct reports	1	CV / Interview /Assessment
2 c)	Strong statistical analysis and evaluation skills	1	CV/Interview/Assessment
2 d)	Strong team working skills and the ability to work flexibly in a team	1	CV/Interview
2 e)	Able to organise and prioritise workload to meet own and service objectives	1	CV/Interview
2 f)	Advanced IT skills including the ability to manipulate large datasets and apply statistical tests	1	CV/Interview
2 g)	Ability to work on own initiative and problem solve using creativity and innovation	1	CV / Interview /Assessment
2 h)	Able to coach colleagues such as in development of their data interpretation skills	2	CV/Interview
<b>3 Experience / Knowledge</b>			
3 a)	Experience of undertaking research including the use of a variety of qualitative techniques	1	CV / Interview
3 b)	Evidence of being able to present results clearly and succinctly, including the use of visualisation techniques	1	CV/Interview/Assessment
3 c)	Evidence of informing and influencing change	1	CV/Interview
3 d)	Experience of working to achieve targets and measuring impact	1	CV/Interview
3 e)	Experience of successfully delivering outcomes as part of a team	1	CV/Interview
3 f)	Knowledge of Higher Education (e.g. Office for Students Regulatory Framework)	2	CV/Interview
<b>4 Personal Qualities</b>			
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail	1	Interview
4 b)	Efficient and well organised, both personally and in support of running groups / servicing committees	1	Interview
4 c)	Sensitive to individual needs and cultural differences but also able to influence and challenge appropriately	1	Interview

4 d)	Self-motivating and proven ability to work unsupervised	1	Interview
4 e)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of working	1	Interview
4 f)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	1	Interview
4 g)	Able to build personal credibility and authority, including with academics, professional services and senior management	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Able to work remotely and flexibly as required in order to meet the needs of the service and to undertake staff development, which may take place outside the University	1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 c)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview

*Note:*

1. **Priority 1** indicates **vital** criterion - a candidate would be unsuccessful if unable to satisfy Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - candidates 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
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required