

Job Description

Position:	Planning and Insight Officer
School/Service:	Student Data Management
Reference:	SDM-066/P
Grade:	Grade 5
Status:	Permanent
Hours:	Full-Time (36.25 hours)
Reporting to:	Associate Director of Corporate Intelligence & Data Integrity

Main Function of the Position:

Play a key part in supporting key strategic decisions across the university by providing professional advice and a responsive, high quality, information, analysis and planning service to Senior Management, Faculties and Professional Services.

The post holder will drive forward the institutional planning function, enabling forward-looking data analysis (e.g. student number projections), market analysis and insight. In addition, this post holder will be responsible for analysis of University performance in external datasets (such as annual league tables) and will be the institutional lead for use of the HEIDI+ tool.

Principal Duties and Responsibilities:

1. Lead on the completion of key data projection exercises, including student number projections and projected university space utilisation. Standardise projected numbers for the university.
2. Support the University strategic and annual planning processes, providing administrative support and the supporting data analysis from multiple sources and student number projections.
3. Complete market analysis at both a national and local level, to identify potential areas of opportunity for the university.
4. Analyse league tables and other external data sources, presenting the findings to a high standard (eg for academic departments) to identify and measure the impact of reported indicators. Provide advice and guidance to Faculties and Professional Services about the indicators that make up league tables.
5. Work closely with members of the Student Data Management team and Student Experience team to develop predictive analytic tools to improve outcomes and experience for students.
6. To keep informed of UK higher education sector developments and represent the University at work-related conferences and seminars (e.g. OfS, HESA, Tribal SITS)

7. Maintain an understanding of the University statutory responsibilities (including, but not limited to OfS, HESA, HESES and UNISTATS returns). Understand the link between statutory data returns and external performance indicators.
8. Assist with the completion of statutory returns completed by the Student Data Management team (e.g. HESES, APP etc).
9. Work with the Associate Director, Corporate Intelligence & Data Integrity to develop the university planning function and the services offered to Academic Departments, Faculties and Professional Services.
10. Develop and maintain relationships with key stakeholders both internally and externally, up to and including at senior management level.
11. Carry out personal and professional development relevant to the role
12. Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected.
13. To be flexible and adaptable, where required to meet the changing needs of the service, which may involve operating outside of the normal working hours/pattern on occasion
14. Undertake other duties commensurate with the nature and grading of the role as determined by the line manager

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: Planning Officer		Reference: SDM-066/P	
School/Service: Student Data Management		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Honours degree in relevant subject area or equivalent level experience	1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Able to work with, manipulate, analyse and report on large data sets using standard reporting tools, e.g. MS Access, Excel, SSRS, PowerBI.	1	Application Form/Interview
2 b)	Able to present findings in a variety of formats to different audiences, up to and including executive level.	1	Application Form/Interview
2 c)	Able to analyse user requirements, determine priorities and manage deadlines	1	Application Form/Interview
2 d)	Able to apply an excellent level of detail, identify potential issues and resolutions in large datasets	1	Application Form/Interview
2 e)	Knowledge of the HE sector, League Tables and Performance Indicators.	1	Application Form/Interview
2 f)	Aware of and able to apply a variety of modelling techniques to data sets to draw conclusions.	2	Application Form/Interview
2 g)	Able to create and maintain good working relationships	2	Application Form/Interview
3	Experience		
3 a)	Experience of working successfully within a team environment	1	Application Form/Interview
3 b)	Experienced in the use of Information Technology including MS Excel and Access	1	Application Form/Interview
3 c)	Experience of managing a number of different pieces of work at once, prioritising work where necessary and keeping stakeholders informed	1	Application Form/Interview
3 d)	Experience of reporting against KPIs or similar metrics	2	Application Form/Interview
3 e)	Experience of using a student record system e.g. SITS.	2	Application Form/Interview
3 f)	Experience of working within the HE sector	2	Application Form/Interview
3 g)	Experience of project management and monitoring performance against deadlines.	2	Application Form/Interview
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)	Highly organised and able to prioritise and manage own work to achieve deadlines set by others	1	Interview

4 d)	Keeps up to date with changes in the HE Sector, including changes in the statutory responsibilities for HE providers	2	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, Prevent 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 flexible and travel as appropriate in order to meet the needs of the service	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. Please note it is normally expected that a new appointee will commence at the bottom of the grade.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.