# Job Description

**Position**: Student Data Administrator

**School/Service:** Student Data Management

**Reference**: SDM-064/P

**Grade**: Grade 4

**Status**: Permanent

**Hours**: Full-Time (36.25 hours)

**Reporting to**: Student Data and Returns Officer

**Main Function of the Position:**

Working closely with the Student Data and Returns Officer, the role holder will support the day-to-day operation of student data collection, data entry, analysis and reporting.

**Principal Duties and Responsibilities:**

1. To assist in the maintenance and entry of data in University databases such as SITS (Student Record System) etc.

2. To support the data collection and checking process required for the University's external reporting including HESA, HESES, ILR, HEE etc.

3. To support/set up and analyse internal and external surveys e.g. NSS, UPSS.

4. Contribute to the provision of student data to assist the organisation and delivery of University internal and external events e.g. Awards ceremonies, Enrolment, Clearing, Open Days

5. Assist in the provision of operational and administrative support to a wide range of activities within SDM to which they are assigned.

6. Contribute to the preparation/provision/distribution of documentation/materials/ activities including the development and production of management information.

7. To contribute as appropriate to the unit planning process and to be actively involved in the achievement of performance targets.

8. To demonstrate a professional attitude, evidencing commitment to the University and the attainment of excellent quality of service.

9. To maintain a working knowledge of University/External regulations and procedures, for example; Academic Regulations, Prevent, Statutory obligations etc.

10. Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected.

11. 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.

12. Undertake other duties commensurate with the nature and grading of the role as determined by the line manager.

13. Work as part of other support units across the University as the need arises, supporting their student data administrative function.

**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: | Student Data Administrator | | Reference: | SDM-064/P |
|---|---|---|---|---|
| **School/Service:** | Student Data Management | **Priority** | | |
| **Criteria** | | **(1/2)** | **Method of Assessment** | |
| **1** | **Qualifications** | | | |
| 1 a) | Honours degree in relevant subject area or equivalent level experience | 1 | Application Form/ Documentation | |
| 1 b) | GCSE A-C in Mathematics and English, or equivalent standard of education | 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 such as Microsoft Access | 1 | Application Form/Interview | |
| 2 b) | Able to use methodical and systematic approaches to investigate and solve problems and to determine a course of action | 1 | Application Form/Interview | |
| 2 c) | Able to work diligently and develop approaches to identifying and confirming accuracy of data | 2 | Application Form/Interview | |
| 2 d) | Skilled at determining priorities and managing deadlines | 2 | Application Form/Interview | |
| 2 e) | Able to present data in a clear and accurate manner | 2 | Application Form/Interview | |
| 2 f) | Good oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner | 1 | Application Form/Interview | |
| **3** | **Experience** | | | |
| 3 a) | Experience of operating within a team environment | 1 | Application Form/Interview | |
| 3 b) | Competent in the application of Information Technology including Microsoft Excel and Access | 1 | Application Form/Interview | |
| 3 c) | Experience of using, manipulating and/or building large datasets to generate analytical reports | 2 | Application Form/Interview | |
| 3 d) | Experience of working to imposed deadlines | 1 | Application Form/Interview | |
| 3 e) | Experience of using a student record system e.g. SITS and dealing with sensitive information confidentially | 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) | Adaptable and flexible to meet changing circumstances in the working environment and embrace change | 1 | Interview | |
| 4 c) | Highly organised and able to prioritise and manage own work to achieve deadlines set by others | 1 | Interview | |
| 4 d) | Able to work effectively as part of a team and as an individual | 1 | Interview | |
| 4 e) | Able to use initiative as and where appropriate | 1 | Interview | |

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| 4 f) | Commitment to continuous improvement and creative ways of working | 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 GDPR, Health and Safety, Freedom of Information Act and the 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 as appropriate in order to meet the needs of the service | 1 | Interview |
| 5 e) | Available to work evenings and outside the normal academic year | 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.