

JOB DESCRIPTION

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| Job Title: | Planning and Statistics Analyst (Strategic Planning) | Grade: | SG7 |
| Department: | Strategic Planning & Business Intelligence | Date of Job Evaluation: | July 2023 |
| Role reports to: | Head of Business Intelligence | SOC Code | |
| Direct Reports | N/A | | |
| This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job. | | | |

PURPOSE OF ROLE: The Strategic Planning & Business Intelligence team support the decision-making processes of colleagues across the university through the provision of reporting and analysis in many different areas, including the university's Access & Participation Plan (APP), the Teaching Excellence Framework (TEF) and the modelling of student recruitment outcomes.

This post will play a crucial role in the shaping the strategic direction of the university through the delivery of data analysis and insight. Working closely with colleagues from across the institution, this role will be responsible for providing actionable recommendations to support evidence-based decision-making.

The postholder will use a variety of tools to support their work, including Alteryx and Tableau.

At all times, the postholder will be pro-active in promoting the professional standards of the Planning and Statistics directorate, both within the University and the wider educational community. They will also demonstrate a commitment to the University's values of being inclusive, collaborative, and impactful.

As required the postholder may participate in specific projects not directly related to the main functions of the post.

KEY ACCOUNTABILITIES:

Team Specific:

- Perform in-depth analysis to identify key trends and patterns around a variety of strategic datasets, including student continuation, completion, and awarding gaps.
- Provide strategic insight and recommendations based on analysis, highlighting areas for improvement and potential risks.
- Develop and maintain a variety of reports to effectively communicate with technical and non-technical stakeholders.

- Provide support in the development and monitoring of the university's Access & Participation Plan.
- Maintain documentation around all areas of responsibility.
- Represent the Planning team in relevant committees and Higher Education sector organisations.

Generic:

- Respond to information requests from colleagues and external agencies, e.g. Handbook Publishers and newspapers, ensuring that the data being published reflects accurately and optimally the work of the University.
- Contribute to the assessment of the Directorate's needs from any new central computer systems which are introduced by the University.

Managing Self:

- The post holder will keep abreast of developments in the HE sector that could have an impact on their work.
- Work in a flexible manner to ensure that workload is managed effectively.
- Work on own initiative without constant supervision.
- Work with and contribute to the Strategic Planning & Business intelligence team.
- Work with sensitive data.
- Good time management skills and an ability to prioritise workload and to work to deadlines.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Planning and Statistics Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- To meet key milestones and deliverables as identified by the Director of Strategic Planning and Business Intelligence.
- To effectively communicate University performance information.
- To manage working relationships and networks with internal and external colleagues.

KEY RELATIONSHIPS (Internal & External)

- Executive Director of Strategic Planning & Business Intelligence.
- Head of Business Intelligence.
- Colleagues in the Strategic Planning and Business Intelligence teams.
- Key staff in Student & Academic Services and Information & Library Services.
- Key staff in Faculties
- Other stakeholders including senior managers.

| PERSON SPECIFICATION | |
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| Essential | Desirable |
| Experience <ul style="list-style-type: none"> • Proven experience in a data analyst or similar role, preferably in the Higher Education sector. • Familiarity with regulatory and policy trends affecting the Higher Education sector. • Experience of communicating complex data findings to non-technical stakeholders, including senior management and academic staff. | Experience <ul style="list-style-type: none"> • Experience of developing data visualisations using Tableau, Power BI or similar tools. • Experience of using Alteryx or other data processing tools. • Experience of working in a Higher Education Institution or a similar large, complex organisation. |

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| <ul style="list-style-type: none"> • Knowledge of GDPR and data security issues. <p>Skills</p> <ul style="list-style-type: none"> • Ability to work effectively in cross-functional teams, collaborating with colleagues from across the institution. • Capability to identify and address strategic challenges and business problems using data-driven approaches. • Ability to prioritise, organise and manage a varied and demanding workload without constant supervision. • Ability to work productively and supportively on own and as part of a team. <p>Qualifications</p> <ul style="list-style-type: none"> • Good general level of secondary education including demonstrable literacy and numeracy. • Qualified to at least first-degree level in computing, maths, statistics or a similar numerate scientific discipline or relevant professional experience. <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Collaborative, Impactful & Inclusive | <p>Skills</p> <ul style="list-style-type: none"> • Ability to go about duties in a resource efficient way, minimising impact to the environment wherever possible. <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A |
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