JOB DESCRIPTION

Job Title:	Planning and Statistic Analyst - Data Integrator	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 student recruitment, the NSS and graduate outcomes surveys and the monitoring of progress of our strategic KPIs.

This post will play a key role in the support of a new Continuous Improvement tool, designed to provide strategic insight into the performance of programmes to colleagues across the university.

The postholder will use Alteryx, or similar tools, to extract and transform data from a variety of sources and ensure that the Continuous Improvement tool is updated in a timely fashion. They will also have responsibility for providing analysis of this data where necessary.

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:
- Develop and maintain data feeds into the continuous improvement tool and other institutional information systems.

- Create training and other supporting materials for the continuous improvement tool and work with colleagues to plan further developments.
- Produce and distribute analysis, dashboards and reports using Tableau and Alteryx, with a focus on the clear communication of useful insight to stakeholders.
- Provide analytic and organisational support to the institution in areas of Higher Education policy, such as the Teaching Excellence Framework.
- Develop and maintain a network of stakeholders in faculties and other professional services to ensure effective use of information provided and build an understanding of further analysis requirements.
- Represent the Planning team in relevant committees and Higher Education sector organisations.

Generic:
- Respond to information requests from colleagues and external agencies, ensuring that the data being published reflects accurately and optimally the work of the University.
- Contribute to the ongoing development of the Planning team's analytic skills and capacity.

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.
- Collaborate with colleagues in the Strategic Planning & Business Intelligence team and wider university as needed.
- 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	
Essential	**Desirable**
Experience	**Experience**
Experience in a role requiring analysis of information from databases or other data sources. Demonstrable experience of using this data to create management information used to support decision making.	- Experience of developing data visualisations using Tableau, Power BI or similar tools. - Experience of using Alteryx or other data processing tools.

![University of Greenwich logo]

Column 1	Column 2
• Knowledge of GDPR and data security issues. • Knowledge and experience of using Microsoft Office, especially the use of pivot tables and advanced features in Excel.	• Experience of working in a Higher Education Institution or a similar large, complex organisation.

Skills

• Ability to collaborate and engage effectively with a wide range of colleagues including senior managers and academics.

• Excellent analytical skills including logical thinking and problem solving.

• Ability to prioritise, organise and manage a varied and demanding workload without constant supervision.

• Ability to ensure data accuracy, consistency and integrity using data validation and cleansing techniques.

• Excellent verbal, written and presentational skills

Skills

• Ability to go about duties in a resource efficient way, minimising impact to the environment wherever possible.

Qualifications

• 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.

Qualifications
• N/A

Personal attributes
• We are looking for people who can help us deliver the values of the University of Greenwich: Collaborative, Impactful & Inclusive

Personal attributes
• N/A