

## JOB DESCRIPTION

**Job Title:** Deputy Head of Strategic Planning (Statutory Reporting and Data Governance)

**Grade:** SG8

**Department:** Strategic Planning

**Responsible to:** Head of Strategic Planning (Data and Operations)

**Responsible for:**

- Statutory Reporting and Data Quality Manager x2
- Strategic Planning Assistant Analyst

**Key Contacts:**

- Executive Director for Strategic Planning
- Head of Strategic Planning (Performance, Insight and Student Numbers)

### PURPOSE OF ROLE

The Deputy Head of Strategic Planning (Statutory Reporting and Data Governance) will lead the institution's operational delivery associated with meetings its statutory reporting obligations. The role will also lead on the data governance and data quality required in order to ensure accurate data submissions.

The role-holder will be expected to have experience in compiling, completing and data quality assurance on higher education statutory returns such as HESA Student, the Initial Teacher Training (ITT) return and Unistats. Experience in working through the HESA Data Futures transformation within an institutional setting will be an advantage. The role is intended to operationally engage with and provide managerial oversight of the entire University data lifecycle ensuring high quality data informs our internal analysis and external returns. To facilitate this the post-holder will be expected to ensure appropriate governance is in place oversee the accurate and timely completion and submission of all University data returns.

Internally the role will be expected to proactively engage with and manage a range of stakeholders, providing expert advice where required and representing the Directorate on a range of governance bodies. Ensuring that the Directorate provides a first-class service to the University will be a key part of the role.

Externally the role-holder will be expected to develop and maintain positive working relationships with regulatory bodies such as OfS and HESA/JISC, partner organisations and various league table providers. Ensuring that the requirements and reputational impacts of such external stakeholders are

factored into internal processes will be a key part of the role's focus on the full data lifecycle.

## **KEY ACCOUNTABILITIES**

### **Role Specific:**

1. Provide both hands-on capability and leadership in relation to the University's statutory data returns and processes, ensuring they are efficient, effective and maximise the institution's reputation.
2. Act as an organisational champion for data quality, taking responsibility for ensuring capability building, process (re)design and quality assurance are built into how the University does business.
3. Lead on convening and running an internal community of practice or governance group dedicated to overseeing the accurate and timely completion and submission of all University data returns.
4. Take ownership of the full start-to-finish cycle of a number of statutory returns such as HESA Student, Initial Teacher Training (ITT) returns and Unistats.
5. Provide oversight, advice and guidance on a range of other statutory data returns that are produced by other directorates (e.g. HEBCI, EMR).
6. Provide ongoing support to the further implementation of HESA Data Futures in advance of future returns and the planned shift to in-year reporting.
7. Represent the directorate internally and externally, deputising for senior staff where appropriate, in engaging with internal projects and programmes of work and in external networks and working groups.
8. Maintain an up-to-date knowledge of matters relating to University strategy and planning and the Higher Education sector's data, statutory reporting, policy and regulation landscape.
9. Develop and maintain positive working relationships with external bodies where required and various league table providers, ensuring that the requirements and reputational impacts of such external stakeholders are factored into internal processes.
10. Lead the continuous improvement of the function including building in regular cycles of review and reflection.
11. Maintain an up-to-date knowledge of matters relating to University strategy and planning and the Higher Education sector's data, policy and regulation landscape.

### **Managing Self:**

- Develop and exhibit excellent organisational, planning and time management skills. Excellent communication and presentation skills.
- Able to build positive relationships with a variety of stakeholders, including senior professional service and faculty colleagues.
- Work to deadlines and project schedules.

- Work independently and as part of a team.

**Core Requirements:**

- The role will be expected to actively embrace and role-model the University's values of being inclusive, collaborative and impactful. This extends to their role in line management where they will be expected to develop their staff, using coaching, mentoring and reflection to create a positive Directorate culture.
- 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:**

The post holder will have access to a range of sensitive and key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion.

Represent the Directorate at various internal and external groups, committees and boards, deputising for more senior staff as required.

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 Strategic Planning Directorate delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Accurate and timely submission of institutional statutory data submissions.
- Quantifiable improvements in both process efficiency and data quality associated with data returns and its subsequent use in management information.
- Student surveys are reviewed, revised and shared according to agreed timelines with academic faculties. The administration of the surveys as well as the analysis produced receive positive feedback from internal stakeholders.
- Reflective practice and continuous learning and improvement are demonstrably integrated into the role-holder's ways of working.

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Expert knowledge of UK higher education statutory data submissions and the internal processes associated with their completion including effective data collection and manipulation and data quality maximisation.
- Experience of leading systematic work designed to improve data governance and data quality, ensuring accurate data at source
- Broad knowledge and experience of applied good practice in data reporting and analytics and governance, and of driving change in organisational engagement with data
- Demonstrable experience of managing and developing the capabilities of individuals and teams, of driving service improvement in response to feedback, and of enhancing customer experience
- Able to work flexibly and take pragmatic decisions, recognising and responding to evolving demands and agendas within the organisation

#### Desirable Criteria

- Excellent knowledge of the higher education sector, its data, policy and regulation, and the requirements of sector statutory reporting
- Experience or knowledge of the Individualised Learner Record (ILR)
- Knowledge and understanding of higher education policies, current national developments and issues relating to both teaching and research. Solid understanding of wider higher education external data requirements e.g. OFS, HESA, HESES, TEF, SLC, EFSA etc.
- Staff leadership, management and development.
- Experience and knowledge of league table methodologies and strategies and tactics for improving organisational performance

### SKILLS:

#### Essential Criteria

- Strong analytical skills and experience using appropriate data preparation, extraction and visualisation tools (e.g. Alteryx, SQL, PowerBI, Tableau)
- Excellent interpersonal skills and demonstrable ability to build relationships and networks with a wide range of colleagues, including experience of building trust and influence with senior stakeholders
- Advanced analytical skills and experience of producing appropriate management information and business intelligence for a range of purposes and audiences, including for lay (non-analyst) audiences and to inform senior-level strategic decision-making
- Excellent written and oral communication skills, and demonstrable ability to convey complex information in clear ways to a range of audiences

**Desirable Criteria**

- Ability to develop and maintain a network of contacts within the higher education sector in order to share experience, knowledge and best practice.
- Ability to act as the authority on relevant areas both within the University and beyond.

**QUALIFICATIONS:****Essential Criteria**

- A degree or equivalent experience in a relevant field.

**Desirable Criteria**

- A relevant Postgraduate/Professional qualification.

**PERSONAL ATTRIBUTES:****Essential Criteria**

- Curious and inquisitive and with a firm commitment to both data quality and efficient ways of working.
- Proactive and innovative with a keen focus on fully understanding challenges from the perspective of stakeholders.
- Able to work flexibly and take pragmatic decisions, recognising and responding to evolving demands and agendas within the organisation.
- Able to prioritise and manage own workload and that of a team.
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful

**Desirable Criteria**