

## JOB DESCRIPTION

**Job Title:** Strategic Planning Analyst (Student Numbers)

**Grade:** SG7

**Department:** Strategic Planning

**Responsible to:** Deputy Head of Strategic Planning (Student Numbers)

**Responsible for:** Other junior grade staff and/or student placement

**Key Contacts:**

### PURPOSE OF ROLE

The Strategic Planning Analyst (Student Numbers) will play a vital role in supporting evidence-informed decision-making across the University through the provision accurate and timely analysis and information on student numbers from recruitment through to enrolment and continuation.

The role will develop deep understanding of stakeholder requirements in supporting reporting, insight and analysis across the full student lifecycle from applicants to enrolment, continuation and completion. The role will also be expected to support the Directorate's university-wide communities of practice (such as a data champions network) to improve organisational data and analysis capability.

The role will be responsible for the development of excellent management information practices, including the collation, analysis and evaluation of data (from sources across the University) to support the University's corporate and academic planning and performance management processes. The role will also be expected to support the Directorate's university-wide communities of practice (such as a data champions network) to improve organisational data and analysis capability.

### KEY ACCOUNTABILITIES

#### Role Specific:

1. Be responsible for the accurate provision of student number data to stakeholders across the University including faculties and professional service.
2. Manage and act as subject matter expert on the use and development of any systems used to model and/or visualise student number data ensuring the function delivers first-class support to stakeholders, a user-centred experience, insightful reporting and iterative improvement.
3. Provide analysis and reporting on student numbers across the full student lifecycle from applicants to enrolment, continuation and completion.
4. Ensure accurate and timely student number data is provided to various connected internal functions such as Academic Workload

Planning, providing assistance where required in finding technical solutions to operational requirements.

5. Represent the Directorate in providing expertise on student number planning, advising on new academic programme development and programme changes and liaising closely with colleagues in statutory returns and student and curriculum records.
6. Perform in-depth analysis to identify key trends and patterns around a variety of strategic datasets, including student recruitment, continuation and completion.
7. Build in-depth understanding of stakeholder needs with regards to student numbers, building trust and engagement across the University with the directorate's data services and ensuring those services are responsive and relevant to their strategic needs.
8. Support the Directorate's university-wide communities of practice (such as a data champions network) to improve organisational data and analysis capability.
9. Provide operational support to the development, review and internal reporting of Strategy and Sub-strategy KPIs.
10. Support the operational delivery of the annual planning round.
11. Provide advice and expertise to colleagues across data owning and processing teams across the University in the design and implementation of processes and system enhancements to improve data quality, accessibility and processing/integration/manipulation efficiencies.
12. Actively engage with the external data and analytics landscape ensuring analysis make the most of externally available data and skills and expertise stay up-to-date with sector trends (e.g. maximising the use of data available on platforms such as HEIDI+).

### **Managing Self:**

- Develop and exhibit excellent organisational, planning and time management skills.
- The post holder will keep abreast of developments in the HE sector that could have an impact on their work.
- 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:**

- Clear commitment to the University's values of being inclusive, collaborative and impactful.
- Maintain accurate process documentation around all areas of responsibility.

- To hold, manage and maintain data in an accessible and usable way to support the University's processes and initiatives.
- 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.

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:**

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

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- 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.
- Knowledge of GDPR and data security issues.
- Experience in actively managing stakeholders ensuring the service provided meets their business needs.

#### Desirable Criteria

- Experience of developing data visualisations using Tableau, Power BI, Business Objects 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.
- Experience of undertaking statistical analysis.

### SKILLS:

#### Essential Criteria

- Significant experience in data analysis and the use of statistical/modelling applications (e.g. Excel) including the interpretation of outcomes.
- Good knowledge of a range of administrative software packages, especially the use of databases and Excel functions
- 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.
- Ability to manage stakeholders and support learning groups such as communities of practice.

#### Desirable Criteria

- Ability to go about duties in a resource efficient way, minimising impact to the environment wherever possible.
- Ability to use statistical applications such as R and Python

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

- First-degree level in computing, maths, statistics or a similar numerate scientific discipline or relevant professional experience.

**Desirable Criteria**

- Postgraduate or relevant professional qualification in the area of Mathematics /Information Management/Data Science, or equivalent experience.

**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 and finding solutions.
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful