

JOB DESCRIPTION

Job Title: Student Success Evaluation Data Manager

Grade: SG7

Department: Vice Chancellor's Office

Responsible to: Associate Director of Evaluation

Responsible for: N/A

Key Contacts: Strategic Planning, Vice Chancellors' Office, Student and Academic Services, Greenwich SU, Outreach and Educational Partnerships, Employability & Apprenticeships, Faculties.

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: 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

This role will support the work of the Student Success Evaluation Centre by contributing expertise in quantitative and qualitative data management and insight. It will support and develop capacity in approaches to using data ethically and effectively in evaluation activities. It will contribute significantly to establishing a whole-university approach to monitoring, visualising, and reporting on data in relation to the university's Access and Participation Plan and other student success interventions. This role will also collaborate extensively with other parts of the university to establish effective data monitoring and reporting of student success data.

KEY ACCOUNTABILITIES

Team Specific:

- Support the activities of the Associate Director of Evaluation in establishing and running the Student Success Evaluation Centre.
- Analyse and report on student success evaluation data internally and externally.
- Develop data processes and guidance for managing, analysing and reporting student success evaluation data.
- Support and develop the capacity of teams delivering student success interventions to generate, manage, analyse, and report on evaluation data.
- Collaborate with other university areas to develop the triangulation and effective reporting of student success data.

Generic:

- Support the work of the University in implementing the Student Success sub-strategy.
- Draft reports and presentations for and contribute to meetings at all levels of the University.
- Contribute to the continuous improvement of all processes and procedures.

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:

- 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 the Student Success Evaluation Centre delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Accessible guidance on collecting, managing, analysing, and reporting student success evaluation data.

- Data visualisation and dashboards that help stakeholders understand the impact of student success interventions and make evidence-based decisions.
- Effectiveness of the Student Success Evaluation Centre and Student Success sub-strategy office.

KEY RELATIONSHIPS (Internal & External):

- Strategic Planning
- Members of the student success sub-strategy office
- Professional services directorate staff
- Faculty staff
- Information and Library Services (ILS) staff
- Greenwich Students' Union representatives
- External agencies and bodies

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experienced in using large and complex quantitative and qualitative datasets to provide insight and recommendations for change.
- Experienced in developing guidance and processes for the management of data in relation to regulations such as the General Data Protection Regulation (GDPR)
- Experience in supporting and developing the capacity of teams to use data appropriately, effectively and ethically.
- Experience in supporting senior leaders and multiple stakeholders to deliver strategic aims.
- Experience of working in a complex organisation and collaboratively with colleagues from other parts of an organisation to bring about change.

Desirable Criteria

- Experience of working within a Higher Educational setting.
- Experience of supporting research or evaluation projects.
- Experience of higher education or similar organisations' ethical procedures.

SKILLS:**Essential Criteria**

- Excellent communication (written, visual, and verbal), interpersonal and organisational skills.
- Capable of working alone and as part of a team with excellent attention to detail.
- Able to code in R, Python or other coding languages.
- Able to use data visualisation software or data dashboards such as Tableau or Power Bi.
- A good understanding of how technology can be used effectively in the role.
- Ability to learn new skills and adapt to new ways of working.

Desirable Criteria

- Able to use qualitative data analysis software such as NVivo.

QUALIFICATIONS:**Essential Criteria**

- Educated to degree level or equivalent work experience.
- Demonstrable evidence of keeping up to date with advances in data science.

Desirable Criteria

N/A

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Curious and inquisitive and with a firm commitment to innovative evaluation practices and efficient ways of working
- Proactive and innovative with a keen focus on fully understanding challenges from the perspective of stakeholders and finding solutions.

Desirable Criteria

- N/A