

## **JOB DESCRIPTION**

**Job Title:** Strategic Planning Assistant Analyst

**Grade:** SG6

**Department:** Strategic Planning

**Responsible to:**

Deputy Head of Strategic Planning (Performance and Business Intelligence) OR Deputy Head of Strategic Planning (Statutory Reporting and Data Governance)

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

**PURPOSE OF ROLE:**

The Strategic Planning Assistant Analyst will play a vital role in supporting evidence-informed decision-making across the University through the provision of performance reporting, insight and analysis and business intelligence support.

The role will support 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 provide bespoke analytical support to core organizational processes (such as statutory reporting and the annual planning round). The role will also be expected to assist in answering Freedom of Information requests and providing a service to the University in terms of answering ad-hoc requests for data and analysis.

### **KEY ACCOUNTABILITIES**

**Role Specific:**

1. Support the operational delivery of performance reporting, business intelligence, management information, and statistical analysis at institutional level and to a dedicated number of internal stakeholders (e.g., faculties, professional services) and functional data areas (e.g., student recruitment, student casework data, learning analytics).
2. Assist in answering Freedom of Information requests and providing a service to the University in terms of answering ad-hoc requests for data and analysis.
3. Perform in-depth analysis to identify key trends and patterns around a variety of strategic datasets, including student continuation, completion, and awarding gaps.
4. Develop and maintain a variety of reports to effectively communicate with technical and non-technical stakeholders.

5. Analyze and present complex information about the University and the HE sectors in a clear and concise manner, supported by topic specific analysis, enabling wider policy development and planning within the University.
6. Support the Directorate's university-wide communities of practice (such as a data champions network) to improve organizational data and analysis capability.
7. Support the implementation of data transformation projects and any such activities linked to the implementation of any data strategy.
8. Undertake statistical analysis and insight projects where specified by the line manager and as appropriate to skill-level.
9. Undertake administrative duties relevant to the Directorate as required.
10. Actively engaged with the external data and analytics landscape ensuring analysis makes 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 organizational, planning and time management skills.
- The post holder will keep abreast of developments in the HE sectors 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 and 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, recognizing the shared responsibility of minimizing 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 organization 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

- Experience in data analysis or similar role
- Communicating complex data findings to non-technical stakeholders, including senior management and academic staff.
- Actively managing stakeholders ensures the service provided meets their business needs.

#### Desirable Criteria

- Developing data visualisations using Tableau, Power BI, Business Objects or similar tools.
- Using Alteryx or other data processing tools.
- Undertaking statistical analysis.
- Working in Higher Education
- Knowledge of GDPR and data security issues.

### SKILLS:

#### Essential Criteria

- Good skills across 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 prioritize, organize and manage a varied and demanding workload without constant supervision.
- Working productively and supportively on one's 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, minimizing impact to the environment wherever possible.
- Ability to use statistical applications such as R and Python

### QUALIFICATIONS:

#### Essential Criteria

- Qualified at least 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 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.