

JOB DESCRIPTION

Job Title:	Assistant Planning and Statistics Analyst (Statutory reporting)	Grade:	SG6
Department:	Planning & Statistics	Date of Job Evaluation:	
Role reports to:	Senior Planning and Statistics Analyst		
Direct Reports	N/A		
Indirect Reports: Other Key contacts:	N/A		
<p>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.</p>			

PURPOSE OF ROLE:

The role of Planning & Statistics Assistant Analyst reports to the Senior Analyst and its main responsibilities are for supporting the work on statutory reports and on analysis used by colleagues across the institution to support decision-making in a number of areas relating to the university's strategic aims.

The postholder will use a variety of data analysis tools to deliver their work and will be expected to communicate the results of their work within the Planning team and across the faculties and other departments of the university, via training sessions, presentations and otherwise.

KEY ACCOUNTABILITIES:

Team Specific:

- Support the submission of statutory returns, working with colleagues within PAS and across the university where appropriate.
- Provide analytic and organisational support to the institution, delivering a range of reports & analysis, and supporting colleagues in their interpretation.
- 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.
- Utilise sector wide datasets, such as HEIDI+, to enable benchmarking against key measures.
- Maintain documentation around all areas of responsibility.
- Represent the Planning team in relevant committees and Higher Education sector organisations.

Generic:

- Respond to information requests from colleagues and external agencies, e.g. Handbook Publishers and newspapers, ensuring that the data being published reflects accurately and optimally the work of the University.

- Contribute to the assessment of the Directorate's needs from any new central computer systems which are introduced by the University.

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.
- Work with and contribute to the Planning & Statistics team.
- 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.

KEY PERFORMANCE INDICATORS:

- To meet the key milestones and deliverables identified by the Senior Planning and Statistics Analysts and the Director of Strategic Planning.
- Statutory returns are completed accurately and before the deadline.
- To effectively communicate University performance information.
- To manage working relationships and networks with internal and external colleagues.

KEY RELATIONSHIPS (Internal & External):

- Director of Strategic Planning
- Staff in PAS
- Key staff in the Finance Directorate
- Key staff in Student and Academic Services
- Key staff in Human Resources
- Key staff in Greenwich Learning and Teaching
- Key staff in the Students' Union
- Key staff in Faculties
- Other stakeholders including senior managers

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Knowledge and experience of using Microsoft Office, especially the use of pivot tables and advanced features in Excel. • Familiarity with the structure and design of HESA or other public body datasets and/or experience of Banner (or other student record systems). • Competence with data analysis including the verification of data quality and interpretation of outcomes. • Knowledge of GDPR and data security issues. <p>Skills</p> <ul style="list-style-type: none"> • 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, changing, and demanding workload without constant supervision. • Willing to maintain and develop skills in a rapidly changing area of work. • Ability to work productively and supportively on own and as part of a team. • Excellent verbal, written and presentational skills. 	<p>Experience</p> <ul style="list-style-type: none"> • Knowledge of HE reporting requirements and key issues facing the HE sector. • Experience of producing statistical analyses in a working environment. • Experience of working in a Higher Education Institution or a similar large, complex organisation. • Experience of using Alteryx or other data processing tools. • Experience of developing data visualisations using Tableau, Power BI or similar tools <p>Skills</p> <ul style="list-style-type: none"> • 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.

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity