

## **J o b   D e s c r i p t i o n**

<b>Position:</b>	Data and Reporting Manager
<b>School:</b>	Off Campus Division
<b>Grade:</b>	Grade 7
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Responsible to:</b>	TBC

### **Main Function of the Role:**

We are looking for a skilled Data and Reporting Manager to join our Off Campus Division, a unit that focusses on the management of collaborative provision partnerships. This is an exciting opportunity to drive impactful change by developing and delivering a sector-leading data function that provides high-quality reports and information, with a focus on data accuracy, student number planning and forecasting.

You will drive the creation of data solutions that support intelligent analysis. You will help to create a comprehensive and integrated range of information and analytical services across the Division, whilst contributing to institutional reporting. You will have experience of resolving IT issues, and have experience of student data systems, such as SITS.

We are seeking a highly skilled and technically competent leader who thrives in a collaborative, delivery-focused environment. You will have strong experience in designing, developing, and implementing data and reporting solutions. Your ability to engage and influence stakeholders at all levels, combined with your technical expertise, will be key to embedding principles and processes to support good governance and continual data quality improvements.

### **Principal Duties and Responsibilities:**

1. Serve as the primary point of contact for colleagues on all of the data systems used by the Off Campus Division. Collaborate with team members to ensure effective data management and integrity.
2. Collaborate with staff and stakeholders to review, design, and implement data management processes that comply with institutional regulation. Ensure these processes align with the organisation's strategic objectives.
3. Design, set up, and deliver complex student data and financial reports.
4. Create financial and analytical tools to monitor performance against demand and external influences.
5. Ensure all BI and data science deliverables are accurate, actionable, and meet business Requirements.
6. Implement quality control and peer-review measures to prevent inconsistencies across all outputs.
7. Maintain a single source of truth for data and ensure consistency across BI reporting and data science outputs.

8. Design, set up, and manage regular reporting of key data metrics to monitor progress and identify areas for improvement. Collaborate with study teams to prepare data for analysis, presentations, and publications.
9. Write, review, and finalise data management plans and reports. Maintain accurate and thorough documentation of all data management activities in compliance with GDPR requirements and develop, review, and update data management SOPs to reflect current practices and regulatory standards. Ensure all team members are trained on these SOPs to maintain consistency and compliance.
10. Support the Off Campus Division team by developing and delivering collaborative provision-specific data management training, including presenting at site initiation visits and other relevant sessions.
11. Contribute to the testing and validation of new or upgraded databases and applications, collaborating with the IT and Student Data Management colleagues to ensure system compliance and functionality.
12. Ensure all deliverables are completed within timelines and to high-quality standards.
13. Undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.
14. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
15. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory and corporate requirements.
16. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

## Person Specification

<b>Position:</b> Data and Reporting Manager		<b>Priority</b>	
<b>School:</b> Off Campus Division			
<b>Criteria</b>		<b>(1/2/3)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Good honours degree related to Computer Science or IT, or equivalent relevant experience	Priority 1	Application Form/Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Excellent verbal and written communication skills (including the ability to conduct presentations)	Priority 1	Application Form/Interview/Presentation
2 b)	Strong understanding of the delivery and management of data dashboards and systems	Priority 1	Application Form/Interview/Presentation
2 c)	Ability to write and present reports	Priority 1	Application Form/Interview
2 d)	Creative mindset with the ability to turn complex information into clear, engaging narratives.	Priority 1	Application Form/Interview
2 e)	Strong project management skills, able to manage competing priorities and deadlines.	Priority 1	
<b>3 Experience</b>			
3a)	Expertise in Power BI and or similar data analytical tools such as Python	Priority 1	Application Form/Interview/Presentation
3 b)	Demonstrable experience of delivering successful service improvement projects	Priority 1	Application Form/Interview
3 c)	Experience of designing and delivering data management processes using systems such as PowerBI	Priority 1	Application Form/Interview
3 d)	Experience of student number planning and forecasting	Priority 1	Application Form/Interview
<b>4 Personal Qualities</b>			
4 a)	Effective time management skills	Priority 1	Interview/Presentation
4 b)	Ability to work on own initiative and as a member of a team	Priority 1	Interview
4 c)	Good planning and organisational skills	Priority 1	Interview
4 d)	Determination and self-motivation in order to see a task through to completion	Priority 1	Interview
<b>5 Other</b>			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Application Form/Interview

**Note:**

1. **Priority 1** indicates **vital** criteria - a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.
2. **Priority 2** indicates **desirable** criteria - candidates failing to satisfy a number of these are unlikely to be successful.
3. **Priority 3** indicates criteria **not specifically required** for the post but in a competitive situation may be used to select candidates who cannot be separated on priorities 1. and 2.

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance

