

J o b D e s c r i p t i o n

Position:	Lead for Student Data & External Reporting
School/Service:	Student Data Management
Reference:	0253-26
Grade:	Grade 8
Status:	Permanent
Hours:	Full-time
Reporting to:	Associate Director of Data Insight
Line management responsibility for:	Student Data & Returns Officer(s), Senior Student Data Analyst (s), Student Record Systems Analyst, Student Records Systems Developer

Main Function of the Position:

To take a lead role in the University's statutory data reporting and be responsible for the accurate and timely submission for a number of significant university returns including the Higher Education Statistics Agency (HESA) Data Futures, HESES, Discover Uni, Aggregate Offshore Record (AOR), NHSE and Provider Profile. The post holder will oversee the data collection and management of these returns and collaborate with colleagues across the institution to ensure delivery of accurate and complete data. In addition, the postholder will oversee student-related institutional activities such as course and module creation, enrolment, rollover, withdrawals, results, certification and awards processing.

Principal Duties and Responsibilities:

1. To provide leadership and operational management for the Student Data & External Reporting team, reporting to the Associate Director of Data Insight. This will include taking responsibility for the quality and professionalism of the team's output, determining the team's annual cycle of work, ensuring skillsets are up-to-date and adequate for the roles, managing workloads and undertaking the full range of management responsibilities such as staff recruitment, induction, staff development and performance management
2. To be responsible for the completion and validation of institutional data returns to statutory bodies including Higher Education Statistics Agency (HESA) Data Futures, HESES, Discover Uni, AOR, NHSE and the Provider Profile.
3. To lead project groups to produce and submit these statutory returns through collaboration with data owners across the institution, ensuring business processes for the collation, recording and quality of data are robust and sufficient to meet the requirements of statutory returns.
4. To be the institutional point of contact for these statutory reporting requirements, providing authoritative knowledge, responding to internal and external audits, keeping up-to-date with regulatory and requirement changes from such bodies as Higher Education Statistics Agency (HESA), NHS England (NHSE), Department for Education (DFE) and the Office for Students (OfS), and ensuring institutional awareness of matters that will affect these returns.

5. To assist with the management and development of student data governance and analytical tools to support the departmental data management and business intelligence needs. Provide subject matter expertise and advise on statutory implications of institutional initiatives and projects.
6. To take a lead role in the development of data processes or systems (e.g., our Student Record System), understanding the impact of new developments for the University's statutory requirements and by making informed recommendations, influence decision makers to ensure these requirements are best served.
7. As a member of the departmental management team work closely with the Associate Director of Data Insight to contribute to the development and implementation of local plans and strategic initiatives within the Strategic Planning & Information service.
8. Deputise for the Associate Director of Data Insight if required and provide support for wider institutional initiatives deemed appropriate by the Associate Director of Data Insight.
9. Always 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.
10. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory and corporate requirements.
11. 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.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position 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 post holder.

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.

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

Person Specification

Position: Lead for Student Data & External Reporting		Reference: 0253-26	
School/Service: Student Data Management		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Honours degree in relevant subject areas or other equivalent qualification plus significant relevant practical experience.	Priority 1	Application Form/ Documentation
1 b)	A Higher degree and/or membership of professional body.	Priority 2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Credibility and authority to lead a professional service team.	Priority 1	Application Form/Interview
2 b)	Proven ability to analyse complex issues and provide creative and effective solutions.	Priority 1	Application Form/Interview
2 c)	Able to develop and implement proactive innovations in service delivery and data governance.	Priority 1	Application Form/Interview
2 d)	Capacity to maintain and develop quality procedures and structures across a range of services.	Priority 1	Application Form/Interview
2 e)	Comprehensive knowledge of SITS or equivalent student record system.	Priority 1	Application Form/Interview
2 f)	Expertise in data analysis and data manipulation tools such as MS Excel, SQL, Reporting Services and Power BI.	Priority 1	Application Form/Interview
3	Experience		
3 a)	Experience of writing clearly for a variety of audiences, and producing analysis of source material, information and data.	Priority 1	Application Form /Assessment
3 b)	A record of demonstrable achievement as a manager including innovation in team building and working practices.	Priority 1	Application Form/Interview
3 c)	Credible experience of compiling and submitting statutory returns such as Data Futures, HESES or similar external reporting requirements.	Priority 1	Application Form/Interview
3 d)	Experience of working with large/complex datasets.	Priority 1	Application Form/Interview
3 e)	Experience working within a Higher Education establishment or equivalent organisation.	Priority 2	Application Form/Interview
3 f)	Understanding of current issues relating to student records administration.	Priority 2	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment.	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working.	Priority 1	Interview
4 c)	Able to work as part of a team in a challenging environment.	Priority 1	Interview
4 d)	Excellent communication and interpersonal skills.	Priority 1	Interview

4 e)	Efficient and well organised; capable of working under pressure and to deadlines.	Priority 1	Interview
4 f)	Able to work co-operatively and sensitively with colleagues and students.	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University.	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act.	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity.	Priority 1	Interview
5 d)	Available to work flexibly and remotely and travel as appropriate in order to meet the needs of the service.	Priority 1	Interview
5 e)	Awareness of the challenges facing the education sector in the current climate.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.