

Job Description

Position:	Data and Reporting Manager (Academic Partnerships)
School/Service:	Off Campus Division
Reference:	0425-R2
Grade:	6
Status:	Permanent
Hours:	Full-Time (36.25 hours per week)
Reporting to:	Lead for Systems, Operations and Processes

Main Function of the Role:

To Lead the development and delivery of a high-quality data and reporting function for the Off Campus Division.

Design, develop and maintain reports, dashboards and analytical solutions to support operational and strategic decision-making.

Produce and analyse data to support student number planning, forecasting and performance monitoring.

Develop integrated management information and reporting services across the Division and contribute to institutional reporting.

Manage and optimise student data systems, including Tribal SITS, and develop interactive dashboards using Power BI.

Principal Duties and Responsibilities:

1. Act as the primary point of contact within the Division for student data, reporting and data quality, working with internal and partner colleagues to improve data processes, maintain integrity and support compliance.
2. Lead the development and delivery of reports, dashboards and analytical tools to support student number planning, forecasting, financial monitoring, performance tracking, governance and operational decision-making.
3. Plan, organise and deliver a programme of cyclical data quality reviews, checks and peer review processes to reduce inconsistencies across divisional, institutional and partner reporting, supporting a single source of truth.
4. Investigate complex data queries, reporting discrepancies and data quality issues, identifying root causes and implementing evidence-based improvements to processes, reports and data controls.

5. Work with internal and external colleagues to understand data and reporting needs, resolve issues, support partner data processes and contribute to improvements in data quality, reporting and service effectiveness.
6. Write, review and maintain data management plans, reports, documentation and SOPs in line with GDPR, institutional requirements, current working practices and regulatory standards.
7. Lead or contribute to data, reporting and process improvement projects within the Division, ensuring deliverables are completed within agreed timescales and to high-quality standards.
8. 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.
9. Contribute to the testing and validation of new or upgraded databases and applications, collaborating with IT and Student Data Management colleagues to ensure system compliance, functionality and data integrity.
10. Undertake such other duties as may be expected within the scope and grading of the role.
11. Participate in University internal/external events, including supporting academic-lifecycle activities such as open days, clearing, enrolment and awards ceremonies etc.
12. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
13. Ensure a safe working environment, abide by the University Health and Safety policies and practices and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
14. Maintain awareness of environmental and sustainability issues and demonstrate a commitment to the University's associated strategy in the performance and delivery of the key responsibilities of the role.

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 where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

There is a requirement in this role for occasional evening and weekend working.

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

Position:	Data and Reporting Manager	Reference:	0425-R2
School:	Off Campus Division		

		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Good honours degree related to Computer Science, IT, Data Management, Business Intelligence, Information Systems, or equivalent relevant experience.	Priority 1	Application Form/Documentation
2	Skills / Knowledge		
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 development, delivery and management of data dashboards, reporting tools and data systems, including Power BI or equivalent.	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, with the ability to work proactively, manage competing priorities and deliver within agreed deadlines.	Priority 1	Application Form/Interview
3	Experience		
3a)	Practical experience of developing reports, dashboards and analytical outputs using tools such as Power BI, SQL, Excel and/or other relevant data analysis tools.	Priority 1	Application Form/Interview/Presentation
3 b)	Practical experience of working in a Higher Education institution in a data, reporting, student records, planning or related role.	Priority 1	Application Form/Interview
3 c)	Experience within the last two years of using a Tribal student records system, such as SITS, or another comparable Higher Education student records system.	Priority 1	Application Form/Interview
3d)	Experience of designing, implementing or improving data management, reporting or data quality processes, including investigating data quality issues and supporting evidence-based improvements.	Priority 1	Application Form/Interview
3 e)	Experience of student number planning and forecasting	Priority 1	Application Form/Interview

3 f)	Experience of developing or delivering data management guidance, training or user support materials.	Priority 2	Application Form/Interview
4	Personal Qualities		
4 a)	Effective time management skills	Priority 1	Interview/Presentation
4 b)	Ability to work on own initiative, exercise judgement and take a proactive approach to progressing work, both independently 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
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Application Form/Interview
5	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Application Form/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