Job Description

Job title	Management Information Analyst
School / department	Strategic Planning
Grade	5
Line manager	Planning Manager
Responsible for	N/A

Main purpose of the job

This is a key role to support strategic planning within the University, which includes the provision of complex data analysis and business intelligence, student lifecycle monitoring and strategically important regulatory returns.

The main purpose of this role is to produce accurate and timely data and appropriate analysis to aid business decisions. It is a critical role to help the team develop the capacity to support BI and MI functions.

Working closely with the Planning Manager and other member of the Planning team, you will take on a role that is critical in transforming the way we approach and deliver insight from existing and new sources of data.

Key areas of responsibility

1. To collate and present complex information about the University and the HE sector and matters which affect them in a clear manner. To use appropriate levels of analysis to inform policy making and planning within the University (e.g. League tables, National Student Survey, Destinations of Leavers in Higher Education, HESA performance indicators, Teaching Excellence Framework).

2. To use appropriate data analysis techniques and tool sets to support the delivery of actionable intelligence about the University's students' performance, satisfaction and progression in an efficient and timely manner, and updating the relevant information on the Strategic Planning SharePoint website pages.

3. To identify data quality issues, and develop proposals on improving data structure and utilisation. To develop data warehousing and reporting to facilitate the production of strategic management information, in particular student records data.

4. To develop and maintain an up-to-date understanding of the University's performance indicators, external league tables, contracts, external funding frameworks and methodologies and processes required to produce statutory returns (eg HESA, HESES, NHS, OFFA, SRA). The post holder will work to ensure that the University is able to optimise its position in league tables, in accordance with its strategic objectives, and undertake competitor analysis on student recruitment, fee levels and entry tariff levels to provide market intelligence which

enables the University to market itself more effectively and attract greater numbers of higher calibre students at all modes and levels.

5. In addition to the above areas of responsibility the position may be required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / back ground information

This role is key to supporting metrics which influence the University's reputation, and analysis which enables the University to position itself more effectively in a competitive market.

The post-holder liaises with and advises staff in Senior Management, Academic Schools, Admissions, Marketing, International Office, Data team, Registry, Finance, Employability and Employer Engagement and Further Education.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Educated to Degree Level or equivalent	Masters level qualification
Knowledge and experience	Experience of working with data providing appropriate manipulation, analysis and reporting, in order to make well-informed recommendations, and to present these clearly in reports	An understanding of the major issues currently facing the HE sector. Some experience of liaising within a large and complex organisation and knowledge of the higher education environment.
Specific skills to the job	Strong analytical skills. Capability to analyse raw data in order to identify trends, patterns and to satisfy monitoring requirements. Proficient user of Excel and Access Ability to research complex issues and to write clear and concise reports on them. A willingness to undertake any further training on research methods and report writing as required. Highly developed IT skills, particularly in relational databases together with an aptitude for learning new software packages as required. Absolute discretion required to work in Directorate environment; the ability to maintain confidentiality and to understand where and when it is necessary to do so.	Experience and working knowledge of Business Intelligence software (e.g. Tableau). Ability to query the student record system (e.g. Unit-e or similar).

General skills	Excellent verbal & written communication skills. Ability to work on own initiative to tight deadlines and to work as part of a team. The ability to develop effective working relationships with staff at all levels across the University and externally.	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.