

JOB DESCRIPTION

NOTE: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.

1. JOB TITLE: Data Returns and Student Number Planning Analyst

2. GRADE: NG6

3. REPORTS TO: Data Returns and Student Number Planning Manager

4. PURPOSE: The purpose of the role is to produce high quality data reports, including statutory returns to the Office of Students and HESA; to analyse and model the data which underpins core management information and to produce reports which support strategic evidence-based decision making used across the university. The role holder is also responsible for supporting student number planning activity.

5. PRINCIPAL ACCOUNTABILITIES:

1. Work proactively to prepare data for a range of statutory returns including but not limited to the production of the HESA Individualised Student Record. To be responsible for the UNISTATS return, returning in year updates as necessary.
2. Assist the Data Returns and Student Number Planning Manager with the preparation of HESSES and the monitoring of the OfS Access Participation Plan.
3. To support student number planning at the University including but not limited to; supporting target setting, reporting current numbers, forecasting future intakes and 5 year student number and fee projections; assisting in the maintenance and development of supporting tools and systems
4. To manage the accurate provision of National Student Survey (NSS) populations, and report on response rates
5. Lead on HESA data futures from a data definition and specification, process, procedural and reporting perspective. Formulate an implementation strategy/transition plan for the first iteration in 2022/23 and all subsequent returns.
6. To give advice relating to statutory return requirements and their impact on the university. Disseminate details of changes to reporting requirements through appropriate means including training courses.

7. To support College and professional service staff to implement procedures to enhance the quality of data input onto the student record system, used by the department, and returned to the statutory agencies. To monitor and ensure the quality of data collection and input, through the establishment and maintenance of appropriate regular data quality checks; to report data gaps and identify potential training needs to the appropriate managers.
8. To be responsible for the provision of data and management information following internal/ external 'ad hoc' reporting requests; ensuring that the requests are valid, appropriate, and reasonable and dealt with efficiently, with an awareness of GDPR
9. To design and develop dashboards (using the University's business intelligence (BI) system (QlikvVew) of student data (current and historic) including demographic information that fulfils most users requirements for data.
10. Deputise for the Data Returns and Student Number Planning Manager in their absence.
11. Undertake such tasks as appropriate within the post holder's competence as required from time to time by the Line Manager.

6. CONTEXT

The University of Westminster has more than 20,500 students from 172 different nations across three Colleges spanning a wide range of disciplines. The consolidated turnover of the University and its subsidiary companies was approximately £243 million for the year ended 31 July 2022.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders. We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

The Strategy, Planning and Performance Department produces integrated and forward-looking intelligence to support the University in the achievement of its core mission. The Department comprises four teams: Governance, Compliance and Risk; KPI Enhancement; Strategic Planning; and Business Analytics and Market Insight. The Department provides stakeholders with timely, accurate and relevant management information for driving efficiencies and effectiveness; it runs the annual strategic planning round with Colleges and Professional Service Departments; and it is responsible for the effective governance of the University.

The University requires all post holders to have an understanding of individual Health and Safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

The work of the team has far reaching consequences in terms of funding and external assessment of the performance of the University (in particular in League Tables and TEF).

The team is also responsible for providing key management information on student numbers and on modelling and forecasting future student numbers and fee income.

Fulfilment of data requirements for HESA and the Office and Students are part of the terms and conditions of funding for higher education institutions

7. DIMENSIONS

- No line management
- No budget responsibility
- Responsibility for data quality and analysis of information feeding into the student number planning and returns.

PERSON SPECIFICATION

1. QUALIFICATIONS

- First degree and demonstrable experience of fulfilment of Office of Students and HESA data return. (E).

2. TRAINING AND EXPERIENCE

- Understanding and knowledge of HESA, HESES and/or other UK HE statutory returns processes (E).
- Experience of analysing large datasets and performance indicators (E).
- Experience in the production of numerical and analytical complex reports in a planning context (E).
- Experience of driving a change programme (D)
- A high standard of numeracy and literacy (E).
- A high standard of IT literacy including excellent MS Office skills, particularly in Excel. This must include the ability to use pivot tables and advanced formulas (E).
- In depth use of a large scale computerised records systems e.g. SITS, Agresso (E).
- Experience of interrogating statistical information and understanding the context of data sets (E).
- Experience of dealing with confidential data and an understanding of the implications of the GDPR. (E)
- Experience of using Business Intelligence tools (e.g. QlikView, Tableau) to present data and support planning processes (D).
- Experience of providing support, advice and services to a wide range of customers (E).

3. APTITUDES AND ABILITIES

- Strong oral and written skills in communicating complex numerical data to a range of audiences (E).
- Ability to work to tight deadlines and organise workload with minimal supervision (E).
- Ability to carry out work accurately and with great attention to detail (E).
- Ability to establish good working relationships with staff at a variety of levels and with external agencies (E).
- Ability to work in an efficient and organised manner with the ability to prioritise and handle multiple tasks (E).
- A proactive approach to problem solving (E).
- A flexible attitude to changing workloads (E).

4. PERSONAL ATTRIBUTES

- Self-motivated with a positive and flexible attitude (E).
- Ability to work well under pressure on own initiative and as part of a busy team (E).
- Adaptability and the flexibility to remain responsive to new ways of working and new challenges (E).