



1 Advertisement

Post Title: Management Information Analyst

Division: Research & Enterprise Services / Research Information, Quality & Impact

Hours: Full-Time or Part-Time hours considered up to a maximum of 1 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference:10677

Salary: Starting at £31,411 to £35,333 per annum, pro rata if part-time

Placed On: 30 January 2023

Closing Date: 27 February 2023. Applications must be received by midnight of this date.

Interview Date: To be confirmed

Expected Start: As soon as possible

Applications are invited for this full time post in Research and Enterprise Services, which is responsible for providing professional services and support for the University's research and knowledge exchange activities.

Following on from our excellent [REF 2021 results](#), this is a fantastic time to join a newly formed team and this particularly exciting role has a focus on developing systems for the collection and organisation of data, producing reports to inform decision making, as well as providing system admin and ITS support for the core systems in use in the Division.

The successful candidate will have the opportunity to work with academic and professional services colleagues across the institution, helping to deliver the vital management information which underpins and informs our [Research and Enterprise](#) aims and ambitions.

You will have extensive experience of delivering insightful business intelligence, ideally within a Higher Education setting.

You will also have strong analytical skills, display excellent attention to detail and an ability to communicate complex information to technical and non-technical audiences visually, in written form and verbally.

Please contact Lorena Croitoru, Senior Information & Systems Manager at L.Croitoru@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#).

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

1. The Division

Please find further information regarding the Research & Enterprise Services Division [here](#).

2. Job Description

Job Title:	Management Information Analyst
Division:	Research & Enterprise Services
Department:	Research Information, Quality & Impact
Location:	Falmer House / Hybrid
Grade:	6
Responsible to:	Senior Information & Systems Manager
Responsible for:	N/A
Key Contacts:	All RES Colleagues; Directors of Research & Knowledge Exchange; Research & Enterprise Coordinators; ITS; Finance; HR.
Role Description:	To develop systems for the collection and organisation of data and to produce reports based on this data to assist departmental decision making. To provide system admin support for the business intelligence systems in use in the department and first line data-related support for colleagues in RES.

PRINCIPAL ACCOUNTABILITIES

- Carry out analysis, reporting and other business support activities that contribute to the achievement of departmental priorities and goals.
- Contribute to the development of a strong data and evidence led approach to decision making by providing robust and insightful data on agreed performance indicators.
- Help to standardise the use of metrics and analytics across the department and to provide advice to colleagues, with the aim of establishing best practice around the use and interpretation of analytics to drive activity.
- Carry out system audit function to ensure the research management system/s in place capture data accurately and support colleagues in performing their roles effectively.

KEY RESPONSIBILITIES

- Develop and maintain information systems as required to evaluate, plan, track, monitor and report on departmental activities.
- Contribute to the development of management information reporting which provides data on the achievement of identified key performance indicators and drive decisions.
- Identify and source additional information as needed to support decision making processes.

- Compile and present appropriate standard and ad-hoc reports for key stakeholders, including narratives to clarify meaning and aid decision making which take into account the needs of the stakeholder group and presents material in the most appropriate way.
- To stay up-to-date with current developments in data analysis and be aware of best practice in tools, techniques and trends.
- Support colleagues in accessing and interpreting information provided.
- Assist with the development of colleagues, providing coaching and development opportunities.
- Work collaboratively with team colleagues to understand what their data requirements are and to be able to develop these in the most accessible and user friendly way.
- Work collaboratively across other similar roles within the organisation and externally to learn from best practice and to develop consistent approaches.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

DIMENSIONS

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Senior Information & Systems Manager. Working under comprehensive direction within a clear framework, the post holder will manage their own work and achieve their agreed objectives. In doing this, they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets the post holder is accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim of achieving a world-class standard of teaching and research by managing our resources effectively and efficiently.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

3. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below)
2. Effective planning and organisational skills
3. Good interpersonal skills with the ability to build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, providing explanations where needed with the ability to identify the most effective medium
5. Analytical skills with the ability to manipulate data to generate effective solutions and make effective decisions
6. Ability to work flexibly within a small team and on own initiative
7. Competent IT skills to effectively manage own workload - Microsoft Suite

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of systems used to support an end to end research management process
2. Experience of using a complex information system, such as Cognos, Power BI or a similar reporting tool, to provide analysed reports
3. Experience of working with integrated systems
4. Highly numerate with the ability to use complex spreadsheet routines
5. Writing analytical reports for informed and non-expert audiences
6. Two years' experience of performing a system administration role

DESIRABLE CRITERIA

1. Two years' experience in a similar role
2. Two years' experience working in a university or similar environment
3. A knowledge of research metrics and their application in the Higher Education sector
4. Experience of working with a data warehouse environment
5. Experience of using HTML, SQL and Python
6. Background in IT systems and architecture
7. Experience of training colleagues to use and understand data