1   Advertisement

Post Title: Senior Data Analyst
School/department: Student Data and Records, Student Experience Division
Hours: Part time hours, 0.5 FTE /-18.75 hours
Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Fixed term until December 2024
Reference: 20558
Salary: starting at £32,411 to £36,333 per annum, pro rata current salary scales can be found here
Placed on: 9 May 2023
Closing date: 29 May 2023 Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: June 2023

An exciting opportunity has arisen within the Student Data and Records team for a Senior Data Analyst to develop the collection, organisation and reporting of data from the mid and end of module evaluation questionnaires completed by students here at the University of Sussex.

Key activities of the role include but are not limited to the following:

- Develop and maintain information systems as required to evaluate, plan, track, monitor and report on activities related to module evaluation processes.
- Contribute to the development of management information reporting which provides data on the achievement of identified key performance indicators and drives decisions.
- Support colleagues in accessing and interpreting information provided.
- 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.
- To stay up-to-date with current developments in data analysis and be aware of best practice in tools, techniques and trends.

Please contact Leo Baines-Jump, Head of Student Data and Records via L.Baines-Jump@sussex.ac.uk for informal enquiries.

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.

2.   The School / Division

The Division for the Student Experience provides a range of administrative, academic and support services focused on improving the student experience, both directly to students and also to colleagues in Schools and Departments. Our services include:
• Academic quality and curriculum development and oversight of the University's UK collaborative provision
• Support to key University Committee's including the Education Committee
• Development of academic policy and procedures, including assessment regulations
• Student registration and ongoing maintenance of student records
• The management of student progress and assessment including the organisation of all formal examinations for UG, PGT and PGR students
• The management of student complaints and appeals and compliance with UKVI regulations related to students.
• Student engagement and enhancement including initiatives which form a key platform of our Access and Participation Plan
• Educational enhancement including technology enhanced learning and online distance learning
• Statutory data returns including HESA
• Student advice and guidance including disability, money and international students
• The provision of wellbeing and therapeutic support to students including those in our residences
• Careers, employability and entrepreneurship
• Timetabling of teaching and management of room bookings
• The University Chaplaincy
• The Sussex Regional ACCESS Centre

3. Job Description

Job Title: Senior Data Analyst

Grade: G6

School/Division: Division for the Student Experience/Student Data and Records

Location: Falmer Campus

Responsible to: Head of Student Data and Records

Direct reports: N/A

Key contacts: Deputy PVC, Education & Innovation

Role description:

To develop and operationalise systems for the collection and organisation of data from the mid and end of module evaluation questionnaires completed by students and to produce reports based on this data to assist decision making.

PRINCIPAL ACCOUNTABILITIES

- Carry out planning, analysis, reporting and other business support activities that contribute to the achievement of 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 and to provide advice to colleagues, with the aim of establishing best practice around the use and interpretation of analytics to drive activity.

KEY RESPONSIBILITIES

- Develop and maintain information systems as required to evaluate, plan, track, monitor and report on activities related to module evaluation processes.
- Contribute to the development of management information reporting which provides data on the achievement of identified key performance indicators and drives 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 as appropriate.
- 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 Head of Student Data and Records 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 will 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.

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.

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 – MS Suite.
8. Ability to assess problems effectively and make standard minor impact decisions autonomously.
9. Ability to provide pastoral welfare support to junior members of the team where necessary.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Confident working knowledge of area of expertise
2. Knowledge of UK Higher Education and the use of student data to meet institutional aims and objectives.
3. An understanding of the Data Protection Act and other relevant legislation.
4. Demonstrable experience of the use and manipulation of large data sets.

DESIRABLE CRITERIA

1. Demonstrable experience in a similar role.
2. Demonstrable experience working in a university or similar environment.
3. Accredited professional competence at certificate level.
4. Experience of working with a evaluation/survey tools e.g. Qualtrics, Survey Monkey