

1 Advertisement

Post Title: Planning and Data Analyst

School/department: Operations & Strategic Planning

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).

This role is a hybrid home/campus role with up to 50% of time workable from home

Contract: permanent

Reference: 10036

Salary: starting at £36,333 to £43,155 per annum, pro rata if part time

Placed on: 10 March 2023

Closing date: 17 April 2023. Applications must be received by midnight of the closing date.

Expected Interview date: As soon as possible

Expected start date: As soon as possible

The University Operations and Strategic Planning team at the University of Sussex has a vacancy for a Planning and Data Analyst to join a busy and enthusiastic team who support strategic and operational planning, data analysis and insights and data governance. This is an exciting time for the University as a new Vice Chancellor has just joined us and we prepare to develop our new strategy.

This key role will manage external data submissions and provide expert analysis of key datasets. You will be skilled in Excel and ideally have experience of using or submitting HESA data – perhaps looking to move on from a supporting to a leading role. You will be looking to develop skills in business intelligence and will have the opportunity to work across the team and build skills in Alteryx and Power BI.

We have a beautiful campus in the South Downs, with cosmopolitan Brighton as our host city, but have also adopted a hybrid model of working which enables home working as well as time on-campus.

The Planning team is friendly and creative and this is a real opportunity for someone looking to move into or take their next steps in strategic planning within Higher Education.

Please contact Emma Dawson, Head of Planning (emma.dawson@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.

2. University Operations and Strategic Planning

The University Operations and Strategic Planning division is a core, specialist function, reporting to the Chief Operating Officer. The Planning team provide key data insights and business intelligence to a wide range of stakeholders across the University. Supporting processes such as academic business planning, annual portfolio review, Access and Participation and Teaching Excellence Framework, we also lead on aspects such as data governance, quality assurance and data submission.

3. Job Description

Job Description for the post of: Planning and Data Analyst

Department: Planning

Section/Unit/School: University Operations and Strategic Planning

Location: Sussex House, University of Sussex, Falmer, Brighton

Grade: 7

Responsible to: Head of Planning

Responsible for: N/A

Job Purpose

The post holder will manage the submission of key statutory data returns to external bodies such as HESA, OfS, SFA and EFA. This requires developing an understanding of the requirements of the specific return and also of the University's data and systems.

The post holder will provide analysis of key datasets and consolidate these into tools to support processes such as the annual review of the academic portfolio of courses, the annual academic business planning process, and the reporting of Key Performance Indicators at Institution and School/Department level.

The post holder will also support the delivery of data insights and business intelligence across the University. The ability to evaluate situations and identify problems proactively with stakeholders is important.

Principal Accountabilities

- Manage the submission of a number of statutory data returns to ensure that the University meets its statutory obligations in relation to data submission.
- Analyse key datasets - such as surveys (e.g. NSS, GOS, PTES, PRES) and league tables, provide reports that explain the data clearly to both expert and lay audiences, and identify key areas for action.
- Collate and manipulate large datasets, creating, for example, tools to support the evaluation of course performance, or dashboards that convey a range of information at a glance.
- Manage the preparation of key papers/submissions to a range of committees or other governance groups, especially where they require input from multiple stakeholders, to ensure that papers are delivered in a timely manner to allow key decision makers to assess the facts and issues quickly and effectively.
- Respond to data requests, gathering requirements, establishing the best data sources, and delivering results efficiently and repeatably.
- Undertake project-related work where required.
- Prepare reports/presentations as required.

Indicative Performance Criteria

- The post holder reports to the Head of Planning; working under general direction within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the Operations and Planning team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is 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 Operations and Planning teams' 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 you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

4. Person Specification

	Essential	Desirable
Qualifications		
Degree or equivalent experience	X	
Skills and Abilities		
Aptitude for logical analysis and interpretation of data, and an expert in the clear presentation of accurate data in high quality reporting	X	
Expert IT user including spreadsheets, project management tools, web facilities and core Microsoft Office software	X	
An articulate and confident communicator, with strong interpersonal skills	X	
Proven ability to work using own initiative and solve problems, whilst also working as part of a team	X	
Highly developed planning and organisational skills and an ability to prioritise work and meet competing demands in a busy environment	X	
Knowledge and Experience		
Experience of working across a complex organisation and of managing relationships with project, business or data owners	X	
Knowledge and understanding of the Higher Education sector	X	
Experience of working with HESA and/or OfS data		X
Experience of supporting on or managing statutory data returns in the Higher Education Sector		X

