



1 Advertisement

Post Title: Data Manager

School/department: University of Sussex Business School, Planning Department

Hours: full time

Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 6067

Salary: starting at £34,304 to £40,927 per annum, pro rata if part time

Placed on: 13 September 2021

Closing date: 11 October 2021 Applications must be received by midnight of the closing date.

Expected interview date: W/C 18 October 2021

Expected start date: ASAP.

The Planning Team is seeking to appoint a Data Manager to work with the University of Sussex Business School to help the School map out the architecture of its current data systems and support its improvement. In doing so, they will facilitate the identification, collection, and analysis of data and the production of timely reports that will support the School in achieving its strategic targets and KPI.

The successful candidate will also support the integration of data from within the appropriate IT systems that underpin its accreditation, quality assurance, rankings and other compliance requirements. This will include advising the School with respect to Professional, Statutory and Regulatory Bodies (PSRBs), accreditations with EQUIS, AMBA and AACSB and other international certifications bodies that are deemed important for the School's future ambitions and strategic growth.

Working closely with university partners, the role holder will retrieve, organize, and analyse data from existing systems, to reach meaningful conclusions about the School's positioning within the institution and in the wider sector.

The role holder will be able to retrieve and gather data, organize it and use it in ways that supports the School in all its activities. They will manage all aspects of data and evaluation work, and will conduct analyses of institutional, School and national data, providing statistical analysis to respective management groups. They will evaluate current practices and make recommendations for future management and retention of relevant data.

The Data Manager will work in close collaboration with senior academic and non-academic colleagues across the School and central professional service and will; communicate with them in a professional and timely manner.

They will support delivery of QA procedures and regulations, producing evidence at a local level to mitigate institutional risk and responding to the Higher Education sector's greater regulation and associated risk from non-compliance.

They will also provide wider support in other strategic data projects within Education, Research, and Engagement, including Athena Swan, Small Business Charter (SBC), Student Success, Workload Allocation, timetabling and associated education and student experience projects - helping to improve the management of data to support the operational effectiveness and growth of the School.

The Data Manager will have a track record in delivering successful outcomes (ideally within Higher Education). An expert on the activities associated with quality assurance data collection processes, they will be committed to producing high quality data that will enhance performance and facilitate continuous improvement.

The successful candidate will need to rapidly build up knowledge of accreditation requirements. They will become a source of expertise on the process for securing and maintaining accreditations.

Please contact Merrill Jones at Merrill.Jones@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.

2. The School / Division

Please find further information regarding the team/school at <https://www.sussex.ac.uk/internal/planning/> and <https://www.sussex.ac.uk/business-school/>

3. Job Description

Job Description for the post of: Data Manager (University of Sussex Business School)

Department: Professional Services

Section/Unit/School: Planning

Location: Sussex House

Grade: 7

Responsible to: Head of Planning

Responsible for:

- Manage the production, monitoring and evaluation of data and reports to meet accrediting body, quality assurance, education, research, engagement and student experience requirements.
- Develop and administer surveys and other tools to capture data that help the School realise its mission.
- Undertake statistical analysis of institutional, national data sets and rankings to provide intelligence to support accrediting body and School requirements.
- Further the analysis provided by Planning to outline the education and student achievement within the School and report on gaps and patterns of outcomes. This will require longitudinal analysis and comparator group analysis.
- Collect, collate and maintain data on student number applications, offers, acceptances and registrations from all activity areas in the School and produce monthly monitoring reports for the School Management Team and year end summaries for all areas showing trends in conversion data etc.
- Identify data and reports to help stakeholders engage with the accrediting body requirements, rankings, and education, research, and engagement metrics to increase their understanding, including preparing reports for the School management teams.
- Lead on presenting a set of progress reports to evidence success to the School's SMT.
- In collaboration with the Accreditation Manager identify gaps in understanding of accreditations and divisional metrics that could be further explored through data.
- Establish, develop and streamline systems and processes required for the delivery of all School accreditation projects.
- Exploit in-house systems (e.g. Elements) to capture relevant University and School information by developing reports and analyses that are timely, accurate, relevant and support the School's mission.

- Support the evaluation of student experience and engagement within the School by reviewing data including national student surveys, the impact of student success interventions, module evaluations and assessment deadlines, building on work carried out centrally and in collaboration with Planning and other colleagues.
- Contribute to engagement in accreditation, education, research and quality assurance throughout the School using data and evidence.
- Engage in School and University discussions on evidence and impact of accreditation, education, research, engagement and student experience initiatives.
- Help to maintain and improve performance in specific programme rankings by preparing analyses and reports that informs the strategy of the School. This could entail monitoring and analyzing data from competing institutions.
- Analyse rankings methodology to identify key drivers, providing 'what if' analysis as and when necessary, to advise the School on its submission strategy.

4. Person Specification

Skills and abilities

| | Essential | Desirable |
|---|-----------|-----------|
| Highly numerate and able to read, analyse and interpret quantitative and qualitative data, financial information, and work with metrics and KPIs | x | |
| Excellent IT skills; familiar with spreadsheets and databases, Microsoft Office applications and web-based applications to capture and report on quality assurance, accreditation and rankings data | x | |
| Effective negotiation, influencing and communication skills, that inspire colleagues to work collaboratively to ensure strategic priorities are met. This includes the ability to produce clear and concise written materials | x | |
| Proven ability to work using own initiative and solve problems, whilst also working as part of a team | x | |
| Ability to identify and source additional information as needed to support decision making and reporting processes. | x | |
| Ability to develop surveys and other mechanisms to capture data. | x | |
| Ability to manage and integrate data across multiple sources. | x | |

Knowledge

| | Essential | Desirable |
|---|-----------|-----------|
| Degree in relevant field or equivalent | x | |
| Project Management Qualification eg Prince2 | | x |
| Knowledge of Universities/HE | | x |

Experience

| | Essential | Desirable |
|---|-----------|-----------|
| Demonstrable experience of quality assurance and accreditation processes, ideally gained in higher education. | x | |
| Experience in and an aptitude for logical analysis and interpretation of data, and an expert in the clear presentation of accurate data in high quality reporting | x | |
| Experience of working independently to produce and cleanse large datasets to a set list of parameters. | x | |
| Experience of using a wide range of IT systems including developing and implementing databases. | x | |
| Experience of fostering good working relationships with regulatory or accreditation bodies and a knowledge of accreditation processes, standards and criteria. | x | |

Personal Attributes

| | Essential | Desirable |
|---|-----------|-----------|
| Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research. | x | |
| Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role. | x | |
| Commitment to stay up-to-date with current developments in data analysis and be aware of best practice in tools, techniques and trends. | x | |
| Commitment to working collaboratively with other similar roles across the institution and externally to learn from best practice and develop consistent approaches. | x | |