

**JOB DESCRIPTION**

**Vacancy Ref: 0613-24**

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| **Job Title:** Assistant Analyst – Statutory Returns | **Present Grade:** 5 |
| **Department/College:** Strategic Planning and Governance | |
| **Directly responsible to:** Strategic Planner (Statutory Returns) | |
| **Supervisory responsibility for:** None | |
| **Other contacts**  **Internal:**  Member of the Strategic Planning and Governance Division, close working with SES (Student and Programme Administration and ASQC), Information Systems Services, and Admissions.  **External:**  HESA and other external regulatory bodies; colleagues in other Higher Education Institutions | |
| **Job purpose:**  Working closely within the Student Statutory Returns Team and engaging with colleagues in Student Records wider Registry and Information Systems Services colleagues, the role holder will support the Strategic Planner (Statutory Returns) in submission of all student data returns, co-ordination, collation, submission, and validation of data for statutory reports to HESA, OfS and other external regulatory agencies, ensuring each return complies with the governance, assurance and quality review processes, benchmarking, and statutory timescales.  To support the work Student Statutory Returns Team, the role holder will be responsible in particular for ensuring the quality of entry tariff data, supporting the readiness for the transition to the new Data Futures regime for returns, and timely responding to student data related Freedom of Information requests.  **Major Duties:**   1. Under the direction of Strategic Planner (Statutory Returns) to undertake the analysis, review and optimisation relating to the quality of recorded entry qualifications for new entrants. 2. To efficiently use the guidance for accurate recording of entry qualifications and assigning related HESA fields. 3. To have knowledge of and keep up to date with changes in Data Protection and Freedom of Information legislation. 4. To support Strategic Planner (Statutory Returns) in processing curriculum changes, assigning HESA fields, and other administrative and operational tasks relating to preparation for and creation of HESA Student Record. 5. To play a key role in supporting HESA Data Futures Project Board and HESA Oversight Group monitoring updates and sector developments relating to HESA and regualtor requirments. 6. To efficiently navitage and analyse complex data sets (e.g. HESA Student Records). 7. To organise and participate in relevant meetings, keeping a record of minutes and action points. 8. To undertake any necessary training and development to develop relevant expertise to support the Team. 9. Any other duties as may reasonably be required by the Director of Strategic Planning and Deputy Secretary, Head of Planning and Analytics or Strategic Planner (Statutory Returns). | |