**Job Description**

**Job Title:** Strategic Planner - Statutory Data Returns

**Salary Range and Conditions:** Grade 7P - £39,105 - £45,163 (Full time, indefinite)

**Department/Division:** Strategic Planning and Governance Division

**Reports To:** Head of Planning and Analytics

**About us:** The Strategic Planning and Governance Division supports Lancaster University's strategic decision-making by providing high-quality data, analysis, and insights. The division works collaboratively across the institution, fostering a data-informed culture to achieve the University’s strategic goals.

**Job Purpose**

1. Lead the production of student-related statutory data returns, ensuring accuracy and compliance with regulatory requirements.
2. Address data quality issues by collaborating with relevant departments to enhance the integrity of institutional data.
3. Support strategic planning and decision-making through the provision and analysis of key management information.
4. Contribute to the development and use of data visualisation tools and a comprehensive management information data warehouse.

**Main Responsibilities**

1. Lead responsibility for producing and submitting student-related statutory returns (e.g. HESA, HESES), working closely with internal stakeholders such as Student Registry and Information Systems Services (ISS);
2. Identify and resolve data quality issues that could impact the accuracy of statutory returns and management information;
3. Produce, analyse, and disseminate key datasets to support the University’s strategic planning processes;
4. Provide expertise in presenting management information using data visualisation tools (e.g., Tableau) as part of the University’s Business Intelligence initiatives;
5. Analyse the University’s performance in external indicators (e.g., league tables) and the impact of submitted data on these metrics;
6. Deliver training or presentations on data sources, data analysis or policy processes as required;
7. Undertake ad hoc projects, including preparing data analyses and conducting research aligned with the Division’s objectives;
8. Ensure effective coordination and communication with internal and external stakeholders to support statutory data returns;
9. Contribute to the continuous improvement of processes within the Division;
10. Perform other duties as required, commensurate with the grade and role.

**People management:** This role does not have supervisory responsibilities. However, as a key member of the Division, you will be expected to collaborate effectively with colleagues, providing support and fostering a positive working environment.

**Job Hazards/Safety-Critical Duties and required Pre-employment Checks:** None applicable

**Physical Demands:** Normal office-based duties with no specific physical demands.

**Values:** The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance and wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment.

Find out what it's like to [work at Lancaster University](https://www.lancaster.ac.uk/jobs), including information on our wide range of employee benefits, support networks and our policies and facilities for a family-friendly workplace.