

**JOB DESCRIPTION**

Strategic Planner – Data Analysis

|  |  |
| --- | --- |
| **Job Title:** Strategic Planner – Data Analysis | **Present Grade:** 7 |
| **Department/College:** Strategic Planning and Governance | |
| **Directly responsible to:** Business Intelligence and Statutory Returns Manager | |
| **Supervisory responsibility for:** n/a | |
| **Other contacts** | |
| **Internal:**  Strategic Planning and Governance colleagues; members of University Executive Group and senior management team; Heads of Departments and Divisions; Information Services & Systems colleagues; Professional Service and Departmental staff across the University; Finance, POE and Registry colleagues | |
| **External:**  League Table compilers; Suppliers and Partners; Professional networks (HESPA) | |
| **Role Purpose**  This is an exciting opportunity to develop Business Intelligence (BI) solutions and to provide insight and analysis that directly drives decision-making and supports the university's strategic priorities. The appointee will play a key role in shaping and delivering the University’s ambitious BI programme, producing user-focused, meaningfully benchmarked insights and evidence-based recommendations.  The post holder will develop, maintain and update the University’s suite of BI dashboards (currently developed in Tableau) working closely with other analysts on the team. They will produce data analysis and reports, explaining complex findings to a range of different audiences including senior stakeholders.  The post holder will be required to work both independently and as a member of a high-performing team, balancing competing priorities. They will be responsible alongside other analysts for managing the team’s workload and delivering accurate data to customers in a timely fashion.  They will also develop an in-depth understanding of the strategic context affecting higher education in the UK, as well as the internal and external data sources data sources available to the University, becoming a technical expert with the ability to apply a data-focused approach to strategic issues.  **Major Duties**   1. To develop, maintain and update user-friendly BI dashboards based on varied and complex data sources, including both live internal data (such as admissions or student engagement data) and substantial static data files (such as the HESA student record and OfS individualised data files). 2. To produce accurate and timely management information and analysis (including data visualisation, written briefings and presentations) to inform senior decision-makers and key institutional processes, enabling the University to assess performance against its strategic objectives and key performance indicators. 3. To help ensure that all BI development in the University has consistent standards of design, including standardised documentation for dashboard development, quality assurance documentation, and testing protocols. To contribute to the maintenance and management of dashboards on the University intranet/staff portal. 4. To support the operation of the University’s annual planning round through delivery of key datasets and other analytical inputs, as well as developing relationships with key stakeholders. 5. To contribute to the provision of training and support to other parts of the University on the use of dashboards and in the interpretation of data reporting and analyses. 6. To develop in-depth knowledge of a range of internal and external data sources, developing a close relationship with the Statutory Returns team, and becoming a technical expert with the ability to apply a data-focussed approach to strategic issues. 7. Together with IT colleagues, to develop new data resources that can be utilised for internal reporting and to help maintain existing data archives in the data warehouse. 8. To undertake ad hoc projects or initiatives, including responses to FOI requests and the preparation of data and information and background research, relating to the Strategic Planning and Governance division’s work and wider responsibilities. 9. To undertake any other comparable duties as may be required by the Business Intelligence and Statutory Returns Manager, Head of Planning and Analytics or Director of Strategic Planning and Governance. | |