Job Title: Reporting and Analytics Manager
Vacancy Ref: 0912-22

Department/College: Strategic Planning and Governance

Directly responsible to: Head of Planning and Analytics

Supervisory responsibility for: Data Analyst and Planning Analyst

Other contacts

Internal:
Strategic Planning and Governance colleagues; members of University Executive Group and senior management team; Heads of Departments and Divisions; Senior Information Services & Systems Staff; Professional Service and Departmental staff across the University; Finance colleagues

External:
League Table compilers; Suppliers and Partners, Professional networks (HESPA)

Role Purpose
To provide professional leadership and management for development of the University’s strategic management information to support the University’s planning round and strategic goals, including league table positioning. This will include a comprehensive suite of dashboards and visualisations, relevant Departmental summary reports (e.g. Compact Information packs), performance benchmarking and competitor analysis. Supporting the Head of Planning and Analytics in delivering impactful data and analytics strategy, including a comprehensive evidence based analytical support for the strategic planning cycle and for other institutional processes and key decision-making processes.

Major Duties

1. To manage development of accurate and timely management information (including Key Performance Indicators) to support key Institutional processes such as Strategic Planning Round.

2. To manage development of a comprehensive suite of user-friendly BI dashboards and visualisations based on varied data sources including links to internal systems and substantial static data files such as the HESA student record, national student survey databases, and OfS individualised files.

3. To support the Head of Planning and Analytics in delivering the new Business Intelligence project and data and analytics strategy.

4. To lead the Reporting and Analytics team (currently two staff), including overseeing work such as league table/ranking analysis and identifying development requirements.

5. To manage timely responses to ad hoc analytics projects, queries, and initiatives, overseeing high quality of information produced.

6. To develop standardised documentation for dashboard development, including among other scoping and rebuild documents, quality assurance documentation, and testing protocols.

7. To oversee and liaise with a group of Tableau Developer licence users to ensure compliance with quality protocols for all visualisations.

Other

8. To develop and maintain professional networks.

9. To manage professional development in consultation with manager.
10. Good understanding and maintenance of appropriate protocols to ensure confidentiality of information published (General Data Protection Regulation).

11. Adherence to appropriate Health and Safety policies and University regulations/policies.

12. Such other comparable duties as may be required by the Head of Planning and Analytics and Director of Strategic Planning and Governance.