

Job Description

Position:	Student Data Returns Manager
School/Service:	Student Data Management
Reference:	SPI-083/P
Grade:	Grade 7
Status:	Permanent
Hours:	Full-time
Reporting to:	Head of Student Data and External Reporting
Line management responsibility for:	Student Data Analyst

Main Function of the Position:

Working closely with the Head of Student Data and External Reporting, the role holder will take responsibility for the completion and quality of the Data Futures and HESES student returns.

Additionally, the role holder is expected to manage a Student Data Analyst who will assist with the statutory returns completion and timely reporting.

Principal Duties and Responsibilities:

1. To lead in the timely production and submission of the University's Data Futures and HESES Statutory Returns.
2. To develop and maintain a thorough understanding of the University's student record system to pre-empt issues that may impact on the data analysis service/statutory returns. Contribute innovative ideas to improve data quality/statutory return development.
3. To liaise with colleagues across the University to understand their data processes for student data and reporting, driving positive change to improve the student data quality in all areas of the student lifecycle. Implementation of data and process automation where possible, advising on potential efficiencies.
4. Ensure the submission of the return is well planned, using frequent milestones and checkpoints to ensure the submission deadline is achieved.
5. Suggest data enhancements to inform the University Data Strategy and Master Data Management function, ensuring changes from the statutory bodies are monitored and implemented as required.
6. To provide line management of a Student Data Analyst, following Personal Development Processes.

7. To respond to data queries from Academic Groups/Services and Senior Management as required by interrogating the student record database and performing analysis and reporting.
8. To coordinate the analysis and completion of the University's statutory returns and to support the University's key objectives.
9. To lead on, create and maintain auditable technical documentation and procedures relating to the production of reports and statutory returns.
10. Deputise for the Head of Student Data and External Reporting as required, including liaison with Senior Stakeholders.
11. To deliver training on the University's reporting/statutory return function to other staff in order to enhance the use of student data.
12. To have knowledge of and keep up to date with changes in Data Protection and Freedom of Information legislation.
13. To participate in university internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, clearing, enrolment, awards ceremonies etc as required. (Occasionally it may be necessary for the role-holder to work outside normal working hours).
14. To participate and engage in staff development activity.
15. To perform other duties in negotiation with the Head of Student Data and External Reporting as required.
16. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
17. Always Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy.
18. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

To be flexible in the role and to undertake such other duties as are commensurate with the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Student Data Manager		Reference: SPI-083/P	
School/Service: Student Data Management		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Honours degree in relevant subject areas (numerical/computer based) or other equivalent qualification	Priority 1	Application Form/ Documentation
1 b)	A Higher degree and/or membership of professional body	Priority 2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Credibility and authority to lead a professional service team	Priority 1	Application Form/Interview
2 b)	Proven ability to analyse complex issues and provide creative and effective solutions	Priority 1	Application Form/Interview
2 c)	Verifiable ability to develop and implement innovations in service delivery	Priority 1	Application Form/Interview
2 d)	Capacity to maintain and develop quality procedures and structures across a diverse range of services	Priority 1	Application Form/Interview
2 e)	Comprehensive knowledge of SITS or equivalent, and data manipulation tools such as MS SQL Server Management Studio, Reporting Services, Power BI and Alteryx	Priority 1	Application Form/Interview
3	Experience		
3 a)	Understanding of current issues relating to student records administration and issues affecting the HE sector	Priority 1	Application Form/Interview
3 b)	A record of demonstrable achievement as a manager including innovation in team building and working practices	Priority 1	Application Form/Interview
3 c)	Credible experience of compiling and submitting statutory returns such as Data Futures and HESES or similar obligatory reporting requirements	Priority 1	Application Form/Interview
3 d)	Experience of contributing to the planning processes in HE and providing strategic input into university data initiatives	Priority 2	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Able to work as part of a team in a challenging environment	Priority 1	Interview
4 d)	Excellent communication and interpersonal skills	Priority 1	Interview
4 e)	Efficient and well organised; capable of working under pressure and to deadlines	Priority 1	Interview
4 f)	Able to work co-operatively and sensitively with colleagues and students	Priority 1	Interview
4 g)	Meticulous and well organised	Priority 1	Interview

5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
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Criteria		(1/2)	
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	Priority 1	Interview
5 e)	Awareness of the challenges facing the education sector in the current climate	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.