

Job Description

Position:	Senior Analysis and Evaluation Officer
School/Service:	Strategic Planning & Student Data Management
Reference:	SPI-012/P
Grade:	Grade 7
Status:	Permanent
Hours:	36.25 hours per week
Responsible to:	Associate Director of Data Insight
Responsible for:	Analysis and Evaluation Officers, Report Writers

Main Function of the Position

- Manage a team of Analysis and Evaluation Officers, providing a robust analysis and research function, to the university. Establish mechanisms and frameworks to produce analysis of performance using datasets relating to student participation, performance, progression and employment as well as competitor analysis and market research.
- Maintain a good understanding of the Access & Participation Plan (APP) process and engage with sector wide bodies such as Transforming Access and Student Outcomes (TASO), other Higher Education institutions and attend relevant conferences or workshops.
- Monitoring and reporting of progress against institutional plans and advising on student interventions or new course portfolio evaluations.
- Develop and implement a framework for evaluation and impact monitoring across the whole student journey in order to promote further development of approaches within the University that work effectively and deliver the required outcomes, and the removal of ineffective or unsuccessful practices.
- Produce recommendations for enhancement and change within the University based on sector best practices around data and evaluation methods, including the software and tools used.
- Support university wide projects and business analysis tasks as required.

Principal duties and responsibilities:

1. Provide line management and leadership for a team of Analysis and Evaluation Officers, empowering the team to provide a robust analysis and research function. Take responsibility for the performance of the Analysis and Evaluation team, Timetabling and Report Writing teams, conducting annual performance reviews and setting of objectives to ensure the Analysis and Evaluation service develops continuously in line with internal and external requirements.
2. Develop and implement a framework for evaluation and impact monitoring across the whole student journey, providing a robust model for measuring the impact of key interventions designed to enhance student access, transition, continuation and success and identify recommendations for change.
3. Monitor progress against the delivery of key planned outcomes and their associated

costs, producing both interim project evaluation reports and annual overarching impact evaluation report.

4. To develop and implement frameworks for, and maintain an in-depth understanding of:
 - The requirements of the APP process, including analysis to identify performance gaps across the student lifecycle such as combination of student characteristics.
 - Comparative performance, such as thresholds and benchmarking (as used within the regulation of student outcomes and TEF); the methodologies of League Tables; and developing intelligence on performance against other institutions such as from HEIDI+ and of market / labour analyses to inform portfolio planning.
 - Predictive analytic tools such as student number projections to inform planning and student number returns; capturing targets for future performance against core KPIs; supporting the institutional strategic / operational planning process, including participating in external activities to identify good practice to improve the University's planning function.
 - The University's competitors, such as trends in their performance, the attractiveness of their portfolios in comparison to that of the university, and potential changes to the comparator set.
 - Workload allocation models and related software.
5. Summarise and present results in the most appropriate format for the particular audience (e.g., presentations, reports and briefings) to both individuals and University committees to inform decision-making, particularly at Executive level to aid long-term strategic planning (e.g., as part of portfolio reviews) and for onward reporting to the Board of Governors.
6. Have sound knowledge and experience of related software including but not limited to Alteryx, Python, Power BI and SITS
7. Act as member or officer to various University Groups, advising and contributing through a sound understanding of relevant guidance, the provision of analysis and the monitoring of progress towards the achievement of planned priorities.
8. Source a variety of quantitative internal and external data, undertake analysis of that data, determining the most appropriate use of mathematical modelling, complex statistical analysis and visualisation techniques to create accessible and easily interpreted results that are robust and credible, and able to withstand scrutiny at the highest levels of the organisation.
9. Design, project manage and carry out from conception to completion ad-hoc quantitative and qualitative research projects, including using both primary and secondary sources. Employ a range of qualitative research techniques, such as facilitating focus groups and running surveys.
10. Undertake benchmarking and desk research to ascertain good practice from the sector in relation to enhancements to the student experience; carry out, analyse and report on market research projects to inform and evaluate marketing campaigns; and make recommendations to senior management for potential changes based on these findings.
11. Work collaboratively across the University to ensure that monitoring and evaluation informs future activity, and helping colleagues to interpret data and to use it to inform planned interventions.

12. Work with subsidiaries within the University Group (such as Bolton College) to help ensure that student transition and progression opportunities are effective and maximised.
13. To act as a senior member of the Student Data Management unit and advise other managers, in relevant areas that influence the unit.
14. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
15. 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 at all times.
16. 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.

Other Duties:

17. To work flexibly including occasional requirements in the evenings or at the weekend such as to participate in internal/external events, deemed appropriate to the duties
18. Attend and participate in work related training, development and other activities which may take place off campus or at other premises in the University Group, and may occasionally include overnight stay
19. Advise and Project Manage new systems implementations, including process development for these
20. Undertake and support cross department business analysis to support new processes and automations
21. Undertake any reasonable duties for the university as required by the Associate Director of Data Insight

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.

Person Specification

Position: Senior Analysis and Evaluation Officer		Reference: SPI-012/P	
School/Service Strategic Planning & Student Data Management		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Educated to degree level standard in a numerical discipline, business intelligence or have data systems and analysis equivalent relevant experience	Priority 1	Application form / Documentation
1 b)	Postgraduate qualification or equivalent level qualification or credible achievements in the professional field	Priority 2	Application form / Documentation
2 Skills			
2 a)	Excellent communication and interpersonal skills	Priority 1	Application form / Interview
2 b)	Able to design and deliver presentations to small and large groups and to write succinct reports	Priority 1	Application form / Interview / Assessment
2 c)	Strong statistical analysis, data evaluation, business analysis and project management skills	Priority 1	Application form / Interview / Assessment
2 d)	Strong team working skills and the ability to lead a team towards a common goal	Priority 1	Application form / Interview
2 e)	Able to organise and prioritise own workload and manage the workload of others to meet service objectives	Priority 1	Application form / Interview
2 f)	Advanced IT skills including the ability to manipulate large datasets and apply statistical tests	Priority 1	Application form / Interview
2 g)	Ability to work on own initiative and problem solve using creativity and innovation	Priority 1	Application form / Interview / Assessment
2 h)	Able to coach colleagues such as in development of their data interpretation skills	Priority 1	Application form / Interview
2 i)	Have sound knowledge and experience of related software including but not limited to any of Alteryx, Python, Power BI and student information systems i.e., SITS	Priority 1	Application form / Interview
3 Experience / Knowledge			
3 a)	Experience of undertaking research including the use of a variety of qualitative and quantitative techniques	Priority 1	Application form / Interview
3 b)	Evidence of being able to present results clearly and succinctly, including the use of visualisation techniques & tools	Priority 1	Application form / Interview / Assessment
3 c)	Evidence of informing and influencing change	Priority 1	Application form / Interview
3 d)	Experience of working to achieve targets and measuring impact	Priority 1	Application form / Interview
3 e)	Experience of successfully managing individuals as part of a team	Priority 1	Application form / Interview
3 f)	Experience of successfully delivering outcomes as part of a team	Priority 1	Application form / Interview
3 g)	Knowledge of Higher Education (e.g., Office for Students Regulatory Framework) and Access and Participation Plan requirements	Priority 2	Application form / Interview

4	Personal Qualities		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail	Priority 1	Interview
4 b)	Efficient and well organised, both personally and in support of running groups / servicing committees	Priority 1	Interview
4 c)	Sensitive to individual needs and cultural differences but also able to influence and challenge appropriately	Priority 1	Interview
4 d)	Self-motivating and proven ability to work unsupervised	Priority 1	Interview
4 e)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of working	Priority 1	Interview
4 f)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	Priority 1	Interview
4 g)	Able to build personal credibility and authority, including with academics, professional services and senior management	Priority 1	Interview
5	Other		
5 a)	Able to work remotely and flexibly as required in order to meet the needs of the service and to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview

Note:

1. **Priority 1** indicates **vital** criterion - a candidate would be unsuccessful if unable to satisfy Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - candidates 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. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required