

**Job Description**

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| **Job title:** | **Insights Analyst – 12 month maternity cover** |
| **Department/School:** | **Planning, Performance & Strategic Change** |
| **Grade:** | **7** |
| **Location:** | **University of Bath - main campus** |

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| **Job purpose** |
| To provide management information, data analyses and reports to inform strategic planning, decision-making and resource allocation at institutional level.  To provide advice to, and performance management support for, members of the senior management team.  The role will involve research, competitor analysis and benchmarking, drafting senior management team papers and responses to national consultations, helping to ensure that the University is positioned well in a rapidly evolving HE sector. As part of this, the postholder will consider impacts of emerging Government policies, new regulatory frameworks, changing student needs and expectations, competitors’ strategies and actions and other relevant macro- or micro-environment shifts. |

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| **Source and nature of management provided** |
| The Insights Analyst will be expected to work on their own initiative on a day-to-day basis, under the overall direction and line management of Sr. Insights Analyst.  When working on independent projects, the Analyst will be expected to use their own judgement regarding the referral of issues that may be contentious or carry with them the risk of financial or reputational damage to the University. |

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| **Staff management responsibility** |
| No direct line management responsibility. However, the Analyst will have responsibility for co-ordinating cross-departmental inputs to consultation responses and project teams. |

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| **Main duties and responsibilities** | |
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| **1** | **External data analysis** |
|  | * Compile and analyse information affecting the Higher Education sector from a variety of sources, including competitor and student analysis, to identify opportunities and threats of strategic importance * Propose solutions and actionable recommendations to mitigate identified threats and maximise arising opportunities, for consideration by the senior management, coordinating specialist input as appropriate * Produce quarterly competitor reports / newsletters for UEB * Act as ‘lead contact’ and signatory for the University’s Organisational Agreement for Access to Heidi Plus. Taking responsibility - jointly with the University’s other Lead Contact - for administering and monitoring user access to Heidi Plus by University staff members, and ensuring the University meets its obligations under the Organisational Agreement |
| **2** | **Internal data analysis** |
|  | * Collate and analyse internal information, including financial, HR and student data, to help the organisation understand the current position and how it got there, including in-depth understanding of strengths and weaknesses * Support the DTP Data Project definition of requirements, ensuring that the key data sets are accurate and readily accessible * Undertake business efficiency and effectiveness analyses and evaluations, drawing upon sector performance information * Prepare briefing papers for senior management on institutional performance, aligned to the four strategic pillars and relating to the University’s performance in national quality evaluations (e.g. TEF and REF) * Provide data analysis as evidence-base for institutional bids, Athena SWAN submissions, TEF submissions etc. * Develop institutional data visualisation and business intelligence capability, collaborating with colleague across the University, including DDaT * Work with colleagues across the University to enhance data quality and data verification processes. * Provide secretariat for the Statutory Reporting Standing Group, including: scheduling, engaging with the members to set agendas, taking minutes, completing actions and / or chairing the group as needed * Review and, where necessary, submit data for use by third parties such as league table compilers. Where possible, ensuring that any such data or data mapping is optimised for league table performance etc. |
| **3** | **Planning and strategy development input** |
|  | * Work with colleagues in the Strategy & Planning team to identify insight inputs required for the emerging planning and strategy development processed * Support Senior Insights Analysts to provide input into annual / strategic planning and strategy development, consisting of long-term trends and expected future shifts for the sector, including students and competitors and for the organisation, including KPIs and lead indicators, highlighting key gaps and offering actionable recommendations to plug the gaps |
| **4** | **Organisational performance monitoring** |
|  | * Support the development and maintenance of a suite of dashboards and performance reports of strategic importance, developed for senior leadership, utilising tools such as Power BI, Tableau, etc. * Support periodic performance monitoring reviews for UEB, ensuring that the performance reports and their metrics remain relevant and agreeing any needed adjustments |
| **5** | **Communication and liaison** |
|  | * Develop and maintain the information available on PPSC / Analytics & Insights website to build organisational insight capability * Provide hosting/tour escort support for senior staff appointments, high level visiting delegations to the VC’s Office etc * Contribute to projects and working groups as PPSC representatives * Develop strong working relationships with analysts across the university, including those embedded in the Faculties / School, Marketing, HR, Finance and DDaT teams |
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| From time to time the Insights Analyst will be required to undertake other duties of a similar nature as reasonably required. | |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** | | |
|  |  |  | A/F | I/T | R |
| **Qualifications**   1. Educated to at least degree level or equivalent (postgraduate qualification desirable) | √ |  | √ |  |  |
| 1. A-Level Mathematics or degree qualification in numerate subject | √ |  | √ |  |  |
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| **Experience/Knowledge**   1. Experience of working in an analytics or insights function and knowledge of current issues within the HE sector. |  | √ | √ | √ | √ |
| 1. Experience of the analysis, interpretation and presentation of complex data and information | √ |  | √ | √ |  |
| 1. Ability to produce succinct, well-argued reports and narratives. |  | √ | √ | √ |  |
| 1. Experience in working independently with limited supervision, including experience in prioritising and working to deadlines | √ |  | √ | √ |  |
| 1. Experience of taking responsibility for the delivery of outcomes and ownership of distinct pieces of work | √ |  | √ | √ |  |
| **Skills**   1. Excellent numeracy, accuracy and data analysis skills | √ |  |  | √ | √ |
| 1. Excellent oral, interpersonal and written communication skills | √ |  | √ | √ |  |
| 1. Good organisational, research and project management skills | √ |  | √ | √ |  |
| **Attributes**   1. Capacity to work flexibly and cope with competing demands 2. Independent thinker and creative problem-solver 3. Enthusiastic with a positive approach to new challenges | √  √ | √  √ | √ | √  √  √ | √ |
| 1. Willingness to acquire new knowledge and skills 2. Ability to present a professional image of the team at all times 3. Ability to be flexible and deal with frequent interruptions | √  √ | √ |  | √  √  √ |  |
| 1. Diligent, accurate and committed to delivering high quality outputs | √ |  |  | √ |  |
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Code: A/F – Application form, I/T – Interview/Test, R – References