

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 10 October 2017

Interviews are planned for: 30 October 2017

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



JOB DESCRIPTION – Job ref REQ00922

Job Title and Grade:	Planning and Data Insight Officer Grade 8
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£32,548 - £38,832 per annum
Department/Section:	Strategic Planning and Change Section
Responsible to:	Director, Strategic Planning and Change
Reports on a day to day basis to:	Deputy Director, Strategic Planning and Change
Responsible for:	Grade 4/5 Planning and Data Insight Assistant, Frontrunners and Internships as required
Purpose of job:	To support the University's strategic planning processes and contribute towards evidence-based strategic planning and decision-making through the provision of high-quality data insights and management information. In addition, to work as part of a team on statutory data returns.

Duties of the Post

The main duties of the post will include:

To work as part of the Planning and Business Intelligence Team within Strategic Planning and Change Section, with particular responsibility for

1. Analyst, Reporting and Documentation

- a. Source, understand, interrogate and analyse internal and external data sets with a view to answering strategically important questions and building knowledge about the University and its place within the higher education sector.
- b. Develop reports and dashboards to be accessed by a variety of users from across the University community using Tableau and other reporting tools. This includes, testing of data and reports.
- c. Identify and use appropriate methods of presenting data and information to ensure accurate and clear communication of facts, trends and anomalies to an intended audience.
- d. Develop metrics to monitor progress with the delivery of University strategy (e.g. the International Strategy).
- e. Provide data and analysis in response to ad hoc requests from colleagues across the University
- f. Prepare written reports for a variety of audiences to present findings from data analysis or summarising the themes and conclusions of a review.
- g. Contribute to the development of a University-wide management information reporting infrastructure.

2. Statutory Returns

- a. Work as part of a team comprised of colleagues from Planning and Business Intelligence, Systems Administration and Management Information Systems to ensure continuity and robustness of returns processes and accuracy of data, particularly in relation to Provider Profile, HESA and the Unistats Record.
- b. Coordinating the preparation, delivery and analysis of student data for statutory returns.
- c. Develop and maintain an expert understanding of HESA data, processes and systems, administering the University's Heidi account (HESA's interactive management information system) including providing advice, guidance and training on its use.

- d. Act as the principal link for peers across partner colleges and the University's campus locations, maintaining effective liaison and ensuring the accuracy and reliability of student data.
- e. Provide appropriate documentation, guidelines and training material.

3. University Strategic Planning

- a. Work as part of the Planning and Business Intelligence Team advising and responding to queries on planning information.
- b. Support the University's strategic planning process and monitoring of progress against the University's strategic plan
- c. Maintain elements of the Planning Information Portal, the University's portal for key performance indicators and other departmental planning data, linked to the University's strategic plan.
- d. Taking responsibility for a number of the University's key performance indicators, working with the relevant colleagues to review, update and report on performance, preparing reports for Committees, Council and senior management.
- e. Contribute to University strategic initiatives and other projects as required.
- f. Ensure appropriate communications across Academics and Professional Service sections.

4. Customer Support & Stakeholder Engagement

- a. Provide advice and guidance on how to interpret and understand data, including league tables, performance measures and survey results.
- b. Increase engagement with management information provided by the Planning and Business Intelligence Team.
- c. Liaise, communicate, influence and build strong working relationships with senior managers and key stakeholders within Faculties, Schools and Professional Service divisions.
- d. Prepare and enhance training material and run training sessions.
- e. Present analyses of strategic data to internal staff or meetings as required.
- f. Represent the Planning and Business Intelligence Team on working groups as appropriate.

5. Continuous Improvement

- a. Develop and maintain awareness and understanding of developments within the HE sector.
- b. Review and implement enhancements of the University's planning process.
- c. Proactively identify new sources of data that could be used to answer strategic business questions.
- d. Contribute towards the continuous improvement of the University (and in particular the Planning and Business Intelligence Team) as it develops its capabilities in the storage, analysis, reporting and use of data.
- e. Actively seek opportunities to learn new skills and develop expertise that would contribute to the effective delivery of the role.

6. General

- a. Meeting servicing including writing and preparing minutes, papers and agendas.
- b. Task and/or line management of the Grade 4/5 Planning and Data Insight Assistant, Frontrunners and Internships as required.

Any other duties as may be assigned from time to time by the Director of Strategic Planning and Change or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

September 2017

PERSON SPECIFICATION

JOB TITLE: Planning and Data Insight Officer

Qualifications/Training

	Essential	Desirable
▪ An honours degree or equivalent level qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Tableau Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of analysing, presenting and reporting on data, and knowledge of effective data visualisation and best practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in database organisation, management and interrogation including the use of relational databases and the creation of queries and reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience and proficiency in the use of Microsoft tools, including Word, Office and using pivot tables and formulae in Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A track record of assessing and interpreting requirements and producing information and analysis of high quality and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven experience of developing effective relationships and liaising confidently with internal and external contacts at all levels of seniority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in delivering staff training and presenting data insights to colleagues in an easy understandable way	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An understanding or interest in University administration and of the wider issues currently facing Higher Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in working with Education data sets including understanding of student life cycle and the data captured and analysed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of reporting packages such as MS Reporting Services and data visualisation tools like Tableau	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Familiarity with the use of Microsoft SharePoint and/or the use of the web as an information repository	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Understanding/experience of Microsoft SQL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in statutory data returns such as HESA and Unistats Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent problem solving and data analysis skills, including a high level of numeracy and a good understanding and practical experience of data reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent organisational skills and attention to detail and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent team working skills and the ability to work co-operatively as part of a team across institutional boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to take a proactive approach, managing own workload to meet deadlines and to prioritise, and manage a number of tasks to meet competing demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written communication skills and the ability to draft reports for committees and other meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent presentation and oral communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ The ability to interact effectively with people at different levels within the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience with using statistical analysis to generate and deliver key insight using a statistical package (preferably R)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

September 2017

ADDITIONAL INFORMATION

Strategic Planning and Change Section

You can find more information about the department at the following link www.essex.ac.uk/spcs/

General information

Informal enquiries may be made to Bettina Mills, Deputy Director, Strategic Planning and Change (telephone: 01206 874776 e-mail: bmills@essex.ac.uk). However, all applications must be made online.

The Strategic Planning and Change Section (SPCS) supports the University in the development, implementation and monitoring of the University's Strategic Plan and its supporting strategies. Headed by the Director of Strategic Planning and Change, SPCS contains three teams.

The Planning and Business Intelligence Team creates, collects and shares information and understanding to help the University achieve its goals. Working as a team and collaboratively with others, to provide clear, consistent and trusted knowledge.

The Strategic Projects Office supports the University in achieving its strategic aims of excellence in education and research by facilitating and promoting effective change and project management within the University.

The Governance Office supports the effective operation and integration of the University's corporate governance and management structures, providing professional support for the University's senior management and corporate governance structures. This includes support for University Council (the governing body) and its sub-committees, University Court (a stakeholder body promoting engagement between the University and its community) and the University Steering Group, chaired by the Vice-Chancellor, which meets regularly during term time to agree and execute the operational strategy, and to prepare and recommend to Council the University's budget and resource allocation.

Further information regarding the Section and the University's Strategic Plan may be found at <http://www.essex.ac.uk/spcs> and <http://www.essex.ac.uk/about/strategy>.

The Section sits alongside other professional services; Academic Section, Campus Services, Estates and Campus Services, Communications and External Relations, Finance, Information Systems Services, Library, Human Resources, and Research and Enterprise.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk



- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

This document is produced by:

**Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk**