

RECRUITMENT PACK

This document includes the following information:

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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: 19 November 2017 - *(Please note that although this post has a closing date of 10 November 2017, we reserve the right to close the post for applications and withdraw it from the website at any time).*

Interviews are planned for: It is anticipated that interview slots will be available weekly

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JOB DESCRIPTION – Job ref REQ00966

Job Title and Grade:	Data Analyst (Learner Analytics Project) Grade 8
Contract:	Fixed-term, full-time. The post is fixed-term until 31 December 2018, as it has been established to deliver a specific project/task finite in nature.
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:	Senior Project Manager - Learner Analytics
Purpose of job:	To support the data elements of the Learner Analytics project, ensuring data is acquired, checked and loaded appropriately into the new Learner Analytics solution. Taking a lead on data quality, secure and ethical handling of data, and the capture of data on learner interventions and initiatives (and their effectiveness).

Duties of the post:

To work as part of a team, contributing your significant knowledge and expertise in order to:

1. Prepare data for the Learner Analytics solution;
 - a. Supporting the acquisition of data extracts and interfaces to support the Learner Analytics solution, handling the transfer, management and storage of data files.
 - b. Establishing a robust approach for ensuring the security and ethical use of the data used, in alignment with the Privacy Impact Assessment (PIA) and any other relevant policies.
 - c. Handling data loading errors in a robust way.
 - d. Incorporating detailed logging and auditing.
 - e. Working to explore and expand the range of data sources used by the project.
2. Establish robust data quality and governance processes;
 - a. Work with colleague across the University to identify an appropriate and meaningful set of data quality checks that can be applied to source data.
 - b. Implement a process for applying the above data quality checks.
 - c. Carry out data quality checks as required.
 - d. Create a Data Dictionary for the data used in the project and contribute to work on related Data Dictionaries.

- e. Develop and agree robust processes for providing feedback to source systems / system owners where data corrections may be required.
 - f. Provide support and guidance to colleagues investigating any identified data quality issues.
3. Lead on the capture of data relating to interventions and initiatives (and their effectiveness);
 - a. Identify and capture information from the Learner Analytics solution and other University systems to extract data on interventions and initiatives undertaken.
 - b. Create and produce reports, analyse system output and communicate on the effectiveness of interventions to a range of stakeholders.
 - c. Report regularly on project performance against KPIs, providing an analysis of reasons for variances.
 - d. Feed the above data back into the Learner Analytics solution (and CEDRS data warehouse) to enable model refinement and reporting.
 4. Support the Senior Project Manager with the management of the data element of the Learner Analytics project
 - a. To organise and attend data meetings.
 - b. To work with any system suppliers and third party providers on a day to day basis and with members of the Planning and Business Intelligence Office, and IT Services.
 - c. To help agree and document requirements, timescales and priorities for all aspects of the project that relate to data. This includes initial data for the pilot departments, and similar data for all departments to support the wider rollout of the project.
 5. To support the Planning and Business Intelligence Office in strategic reporting
 - a. Support the Planning and Business Intelligence Office in delivering strategic information (via Tableau dashboards), to provide additional insight from the new Learner Analytics data sources.
 - b. Ensure the Planning and Business Intelligence Office are able to support / maintain any new data being loaded into the CEDRS data warehouse (relating to the Learner Analytics project)
 6. 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#>

October 2017

PERSON SPECIFICATION

JOB TITLE: Data Analyst (Learner Analytics Project)
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Qualifications /Training

	Essential	Desirable
▪ An honours degree or equivalent level / industry related qualification or experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of Continuing Professional Development in the area of Statistical Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of continuing professional development in related areas (for example database development, business intelligence)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
Proven practical experience of successful implementation in the following areas:		
▪ Data analysis and data quality checking including hypothesis testing and regression analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extracting data from source systems using SQL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of web service APIs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Resolving data quality issues in collaboration with data owners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Documenting data and the structure in which it is held, with a view to allowing unfamiliar teams to extract data meaningfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of the Microsoft technology stack	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Proven experience of statistical analysis, using R or similar packages	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with human behavioural data and analysis in a Social Sciences background	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of reporting packages such as MS Reporting Services and data visualisation tools such as Tableau	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Working within a project management framework	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Working within the HE sector in the UK	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent problem solving and data analysis skills demonstrating a high degree of resourcefulness and lateral thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good communication skills (both written and oral) and the ability to clearly present, document and explain complex data and concepts , including reporting of issues to technical and non-technical audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A high level of numeracy with good understanding of reporting, data visualisation and statistical methods - paying uncompromised attention to detail and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Excellent planning and organisational skills, with methodical approach to technical tasks and high degree of self-organisation in order to prioritise and deliver work on time (whilst ensuring high quality)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong team working skills with the ability to work autonomously as part of an agile development team. Ability to network and to support collaborative working across institutional boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to interact effectively with people at different levels (and in varied roles) within the organisation	<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>

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Additional Information

Strategic Planning and Change section

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

People Supporting Strategy

Please find a link to the People Supporting Strategy.

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

General information

Informal enquiries may be made to Linda Hanna, Senior Project Manager (telephone: 01206 872884 e-mail: lhanna@essex.ac.uk). However, all applications must be made online.

The University is embarking on an ambitious and innovative project to develop / implement a learner analytics solution. This will utilise information from a range of internal business systems to help deliver targeted support and information to students and staff.

We are seeking a lead Data Analyst who has proven experience working on data intensive projects, including significant data migration and statistical analysis / predictive modelling. You will preferably have experience working across the Microsoft technology stack, working with a broad range of data formats and interface standards.

You will work closely with a range of colleagues across the University, including IT Services and the Planning Office to devise the appropriate technical approach to handling data for the project. You must have excellent communication and planning skills, confidence working with third party suppliers and experience of data systems integration / interfacing.

You will also take an active 'hands-on' role in preparing and checking the source data required for components of the overall Learner Analytics solution (working closely with the Planning Office). Some data files / interfaces may be provided directly to third party tools (or accessed by third party suppliers), whilst we will also incorporate data into our central data warehouse to enable supplementary strategic reporting.

About the project – Student Success through Learner Analytics

The University has established a major change project to use Learner Analytics to identify and then support students to help them to achieve their full potential and to improve student continuation rates. The Learner Analytics project will draw together the data sets; support institutional cultural change; deliver an analytics system; and provide tools and information to staff and students to support implementation and involvement. In addition it will enable us to better understand what types of student engagement and behaviour lead to successful student outcomes and how we and our students can use that information effectively.

The project involves working across the University and across all departments. The primary focus is supporting individual learners and providing focused interactions, and evaluating their impact. In addition, the project will provide a rich source of information on student learning that can be used to inform curriculum design.

The Strategic Projects Office

The University is undergoing a period of intense change linked to the delivery of its ambitious Strategic Plan in a highly competitive HE environment. The Strategic Projects Office within the Strategic Planning and Change Section (SPCS) plays an important role in enabling us to respond to these challenges by providing project and change management support, oversight of the strategic project portfolio and project governance. The Strategic Projects Office enables the University to

deliver change more effectively and supports the prioritisation of projects and implementation of the Strategic Plan and its associated supporting strategies. The office provides a professional focus, guidance and support for project management across the University and is also home to a small pool of skilled project managers.

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 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:

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