

**Job Description**

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| Job Title: | Data Officer |
| Faculty/Department: | Faculty of Arts, Cultures and Education  |
| Reporting to: | Head of Faculty Quality, Learning and Teaching  |
| Duration: | Fixed term |
| Job Family:  | Administration |
| Pay Band: | 6 |
| Benchmark Profile: | Administrator Band 6 |
| DBS Disclosure requirement: | n/a |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The use of data and management information to support business analysis and inform strategic decisions at Faculty and School level is a key element in the management of the Faculty. This post provides analytical support primarily to the Dean and senior management of the Faculty but will include working closely with subject areas and officers of the Faculty on specific projects and initiatives.

**Specific Duties and Responsibilities of the post**

This post holder will provide analytical support primarily to the Dean and senior management of the Faculty and will include working closely with subject areas on specific projects and initiatives.

### The post-holder will:

* Extract, present and analyse data from University systems, information sets or external sources to assist with the production of reports in support of Faculty planning, proposals or initiatives.
* Assist with the development of a package of information and datasets for the Dean, Associate Deans and senior managers.
* Work with senior management in the preparation of planning documentation.
* Support the analytical work of the faculty in relation to KPIs, environment scanning and trend analysis.
* Contribute to the process of bench-marking activity to determine business efficiency and optimisation.
* Work with the senior management team in modelling scenarios, growth trends and future planning.
* Support the process for Faculty submissions for Athena SWAN accreditation.
* Provide advice and guidance to staff on data and information sets.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* The role holder:
	+ Will have practical working knowledge of the systems, processes and procedures across a section or area of work
	+ Will plan and prioritise own work and may be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources
	+ Will be expected to contribute to longer term developments within the department such as implementing improvements to working methods, policies and procedures
	+ May have detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities. This knowledge is gained by extensive practical experience and/or through formal instruction
* The work requires the use of initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues.

**Main Work Activities**

### Communication

1. Provide advice and guidance to managers, staff, students and visitors
2. Deliver established presentations to communicate information across Faculty/Dept/University
3. Attend meetings to report on information/data
4. Take notes and produce formal minutes at meetings when required
5. Format and edit publications
6. Draft and type formal documentation

### Teamwork

* May be required to supervise the work of others
* Provide advice and guidance to other members of the team

**Liaison and Networking**

* Represent the University at various events and working groups
* Co-ordinate with other Faculties/Departments to develop and maintain communication channels to enhance service provision and ensure best practice is followed

### Service Delivery

* Provide administrative support to colleagues including academic and administrative staff
* Provide administrative support to specific projects as required
* Manage small projects that contribute to improving service delivery
* Identify, develop and manage office systems to improve the efficiency and effectiveness of the Department
* Administer and monitor procedures to ensure effective delivery of the service

### Planning and Organisation

* Organise and represent the area and University at events
* Plan and monitor the work of others
* Co-ordinate departmental processes in conjunction with senior colleagues
* Expected to organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

### Analysis/Data Inputting

* Record data and produce regular reports as required using Microsoft Office, other software and corporate systems
* Create spreadsheets to record relevant information
* Maintain, monitor and interpret information
* Provide and analyse statistical information to be included in relevant reports
* Use databases (internal/external) to support the work of the department
* Record data as required using Microsoft Office, other software and corporate systems
* Produce reports for routine analysis

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| Has practical experience and training in basic statistical analysis including standard deviations, correlations, rankings and interpretation of results.  | **Application/Interview** |
| Evidence of experience working with large datasets.  | **Application/Interview** |
| Can demonstrate advanced Microsoft Excel skills including the use of pivot tables, vlookups and IF statements; the ability to use a broad range of products from the Microsoft Office suite and to learn new systems and software. | **Application/Interview** |
| A high level of accuracy and attention to detail.  | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development including acquisition of new skills in data and information management.  | **Application/Interview** |
| **Communication (Oral and Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
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| **Liaison and Networking**Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time. | **Application/Interview** |
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| **Service Delivery**Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about the service and future needs. | **Application/Interview** |
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| **Planning and Organisation**Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis.  | **Application/Interview** |