Data and Reporting Analyst

Job Specification

Date created: August 2022

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern
Location flexibility:	The place of work for this role is **Horizons based**, with the majority of your working week spent at our office in Reading and the rest at your home*; the exact split of days/hours is negotiable but must include a minimum of 3 working days spent at Horizons. However, you may work more in the office should you wish *Please note working at home is only possible if your environment meets certain conditions – see our Future Ways of Working at UCEM document*
Department:	Deputy Principal
Line manager:	Director of Regulatory Compliance

Role summary

You will work as part of a team of data professionals to provide data and analysis to colleagues across the institution. Working with both internal and external customers, you will gain an understanding of their needs and ensure you satisfy requirements for data, information and insight. This will include ad-hoc data requests as well as more in-depth reporting and analysis. You will also support the development and implementation of self-service tools for colleagues. Working with others within the institution, you will make data returns to HE funding and regulatory bodies, also analysing how the use of the these returns by external bodies impacts the institution.

Role accountabilities and responsibilities

- Work to understand internal and external customers' requirements and establish if and how they can be met.
- Undertake data extraction, analysis and interpretation.
- Work with other team members to ensure that appropriate quality assurance is undertaken on all outputs.
- Support colleagues in the interpretation of data and analysis in order to understand and enhance UCEM performance.
- Work with stakeholders across UCEM to promote a better understanding of data and the information that can be derived from it.
- Work with other team members to build and maintain a set of standard analysis definitions to underpin regular and routine internal analyses.
- Undertake any additional tasks necessary to deliver the main data returns to OfS, HESA, ESFA and others as necessary.
- Support the reconciliation of external data reporting and analysis with internal data analysis.
- Develop and deliver self-service tools for routine/standard analyses.

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Line management responsibility:	No
Budget responsibility:	No
<u>In this role you will liaise with:</u> Internal customers of the analysis service, at all levels across UCEM External data customers, mostly the statutory/regulatory bodies to whom UCEM makes data submissions	

PERSON SPECIFICATION

Assessment Criteria: A = Application   I = Interview   T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
GCSE Maths and English Language Grade C or 4 or above	X		X	X	
Further education level qualifications	X		X	X	
Degree level qualification		X	X	X	

Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application

Previous experience	Essential	Desirable	A	I	T
Working with data in an analytical and/or reporting context		X	X	X	
Experience within the education sector or compliance		X	X	X	
Experience of interrogating databases using SQL and building reports using PowerBI		X	X	X	

Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Ability to understand and interpret complex data specification and reporting requirements	X		X	X	
Ability to analyse data in order to create insights that are valid and relevant to the continual improvement of the business	X		X	X	
Ability to engage with users to understand business needs and how these can best be met, building strong professional relationships	X		X	X	
A structured and methodological approach to service delivery and quality assurance	X		X	X	
Strong communication skills	X		X	X	

	Essential	Desirable	A	I	T
Digital skills including all the core MS Office products	X		X	X	
An understanding of student data in SITS		X	X	X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

PAY & BENEFITS

- Salary circa £25,000 per annum.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Wellbeing support and full access to the Employee Assistance Programme. This includes mental health support; several UCEM employees are trained Mental Health First Aiders.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simply Health)
- Charity giving options available.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use.

On the Join the team page of our website, you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed Recruitment Check Form which is available from the *Current vacancies* page of our website.

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The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: https://www.ucem.ac.uk/our-vision/

Internal applicants are advised to inform their line manager of their application.

NO AGENCIES: We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Andy Youell on a.youell@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2433 or email recruitment@ucem.ac.uk

Closing date and next steps

Thursday 18 August 2022 at noon.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.