Job Description

General Details

Job title:	Reporting/Project Analyst (PBI19-01)
Faculty/Service:	Planning and Business Intelligence
Normal Workbase:	Stoke campus
Tenure:	Fixed Term (2 years initially)
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	August 2019

Job Purpose

To provide project support and reporting service for key University strategic projects associated with enhancing student outcomes. Initial priorities will be:

- Supporting the establishment of the evaluation framework for the delivery of the University's Access and Participation Plan; working with the Planning and Business Intelligence team to further develop the reporting infrastructure and provide project support to the new Education Research Group.

- Working with other members of the Planning and Business Intelligence team, key contacts in academic schools and Digital Services staff to develop datasets and business intelligence (using our cloud based Infrastructure) on learner analytics and student engagement, to identify best practice and areas for priority action to enhance student outcomes.

Relationships

Reporting to:	Head of Planning and Business Intelligence
Responsible for:	No staff responsibility

Main Activities

1. To work with the team in developing business intelligence reporting to support the university over a number of key data sources and metrics.

2. To source, collect and manipulate both internal and external data associated with students and staff.

3. To retain up-to-date knowledge of higher education developments including learner analytics and student support through reading sector-related media, briefings and attending sector workshops and events.

4. To provide project management support: including preparing project update reports, organising project management meetings and tracking actions in relation to an agreed project plan.

5. Produce reporting using cloud based BI technology, based on agreed business specifications.

6. To provide information, guidance and coaching to support the effective communication of business intelligence and management information across the University.

7. To support the work to develop, review and re-engineer as appropriate, processes and workflow to ensure efficiency of operation and enhance data quality.

8. To liaise effectively with appropriate University staff in order to validate and check data consistency.

9. To undertake any other reasonable duties as determined by Head of Planning and Business Intelligence or a member of the Management Team.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).
Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire

University which provides professional support staff to undertake various roles and responsibilities associated with

grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of

colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting

KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in

the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Application Procedure

We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.