

Job Description

General Details	
Job title:	BI Analyst (Statutory)
Faculty/Service:	Planning and Business Intelligence
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	April 2022
Job Purpose	
<p>Working with the Statutory Returns Manager, the postholder will be responsible for preparing external and statutory returns, principally: Unistats, HESA Provider Return, HESA Off-Shore Return and the ITT Return. This work will involve following detailed guidance laid down by HESA and OfS and developing an understanding of the range of courses and profiles of student groups across the University.</p> <p>The postholder will also support the Statutory Returns Manager in the preparation of the HESA Student Return, HESES and the preparation of management information and reports associated with the operation of some key university quality assurance activities. This work will rely on good communication, IT and data analysis skills, and an ability to work successfully with diverse staff groups.</p> <p>The postholder will work with the rest of the team in developing business intelligence reports across a number of metrics through positive stakeholder management, an understanding of data structures, visualisation techniques and an ability to develop reports in the university's business intelligence tools.</p>	
Relationships	
Reporting to:	Statutory Returns Manager
Responsible for:	No staff responsibility
Main Activities	

1. To be responsible for preparing the following statutory returns, under the guidance of the Statutory Returns Manager, and according to the guidance provided by HESA/OfS, including but not limited to Unistats, HESA Off-shore Return, HESA provider Review and ITT Return.
2. To work with the rest of the team in developing business intelligence reports across a number of metrics through positive stakeholder management an understanding of data structures, visualisation techniques and an ability to develop reports in the university's business intelligence tool.
3. To support the Statutory Returns Manager in preparing the HESA Student Return and HESES, running exception reports, generating, and checking HESA records and interpreting/addressing HESA validation error messages and warnings.
4. Conducting sample checks and reviewing audit reports generated to check the data quality of the above returns in relation to standards and rules set by HESA and OfS, under the guidance of the Statutory Returns Manager and the Head of Planning and Business Intelligence.
5. Support the implementation of Data Futures by:
 - a. Attending briefing and training sessions
 - b. Identifying required changes to data and to processes
 - c. Planning with other teams the implementation of these required changes
 - d. Training staff on the Data Futures methodology and relevant processes
6. To source, collect and manipulate both internal and external data to provide reporting for the University.
7. To retain up-to-date knowledge of HE external and Statutory Returns requirements, through reading sector-related media, briefings and attending sector workshops and events.
8. To support the Statutory Returns Manager to prepare management information to support data quality assurance processes within the University.
9. Working with the rest of the team, to provide information, guidance and coaching to support the effective communication of business intelligence across the University.
10. To support the work to develop, review and re-engineer as appropriate, processes and work flows to ensure efficiency of operation and enhanced data quality.
11. To develop and maintain an awareness of both the HE and business intelligence sectors, particularly regulatory developments pertinent to statutory returns.
12. To liaise effectively with appropriate University staff in order to validate and check data consistency.
13. To undertake any other reasonable duties as determined by the Statutory Returns Manager or another member of the Management Team within Planning and Business Intelligence.
14. To continue professional development and keep up to date with national developments by networking with colleagues across the sector and attending relevant conferences and training.
15. At all times, maintain professional standards in relationships, demonstrating a commitment to upholding inclusion and diversity principles and the values of the University.
16. To maintain confidentiality and discretion, dealing with information in accordance with GDPR requirements and professional standards.

Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University 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

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Person Specification



Staffordshire University Services Ltd

Job Title: BI Analyst (Statutory)
School/Service: Planning and Business Intelligence

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Relevant IT skills, including SITS (or equivalent student record systems), MS Excel and Access, reporting services or similar systems. Experience of manipulating and interrogating large and complex datasets, with a good working knowledge of BI/database tools and management information software packages	E	A/I
3	Proven ability to produce, interpret, analyse and present clearly and concisely, complex management information and data from a range of sources and for use by a variety of audiences	E	A/I
4	Experience of providing management information and expert analysis to support planning and decision-making	E	I
5	Excellent written and verbal communication skills with the ability to convey often complex information in simple and straightforward terms	E	A/I
6	Evidence of flexibility, the ability to manage competing priorities and deliver outputs in line with both agreed objectives and timescales	E	A/I
7	Proven understanding of Data Protection and the Freedom of Information Act	E	A/I
8	Experience of using best practice to enhance existing datasets and develop new data collections to support the changing information needs of the business	E	A/I
9	Ability to document and review processes to ensure accurate and timely reporting is produced	E	A/I
10	Working knowledge of higher education statutory returns	D	A/I
11	Experience of project support or managing a project, for example, as part of an educational course	D	A/I
12	Educated to degree level or equivalent professional qualification or experience	D	A
13	An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values.	E	I

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate

