

# Job Description

**Job title:** Insights and Data Manager

**Reports to:** Director, Sussex Learning Network (SLN)

**Department/School:** VC Office

**Grade:** 7

## Purpose of the role:

To be the lead on ensuring the Sussex Learning Network is responding to, and driving forward, on areas of work which are pertinent to supporting our partnership, and the sector is effective and efficient by providing an evidence base on which to develop and deliver programmes.

Currently the SLN delivers numerous programmes, such as Office for Students Uni Connect, with funding of circa £1m per annum. This role will further expand the work of SLN by horizon scanning for new and relevant opportunities, including seeking funding to support in the development and delivery of new projects, and ensuring there is a strong evidence base which supports the collaborative ethos of the SLN taking a lead on such projects.

## Line management responsibility for: N/A

## Main areas of responsibility:

* To lead on gathering and analysing data, intelligence and insights relating to programmes of work across Sussex Learning Network, including Labour Market Intelligence relating to key economic sectors such as net zero, creative, cultural and digital;
* To report on the intelligence gathered to test the feasibility of the SLN developing, and delivering, new or proposed projects and programmes;
* To present research, data and analysis to the internal SLN team and wider external partnership with recommendations for potential project/programme planning, including funding sources, in both written and oral formats;
* To lead on the gathering and analysing of HESA and HEAT data and report regularly on the impact of outreach activities and details relating to learners progression, specifically in relation to the Uni Connect Programme;
* To lead on ensuring value for money is delivered across the SLN budgets, including managing income and expenditure; and producing financial reports cross referencing spend and impact.
* Develop and nurture relationships with key stakeholders across the region, including with colleagues within the SLN partnership, Local Authorities, and the Local Skills Plan network.
* Data Steward for the department, attending relevant training and meetings as required by the University.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| **Knowledge, skills, and abilities** |
| * Understanding of education community and the sector, specifically schools; understanding of the public sector (A,I)
* Ability to manage large and complex data sets with working knowledge of Power BI and HEAT applications (A,I)
* Excellent analytical skills, able to analyse complex and large data (A,I)
* Ability to work with colleagues at all levels including Headteachers, Senior Leaders, Education Leaders within local authorities and local enterprise networks or equivalent. (A, I)
* Ability to develop partnership projects – negotiation skills to develop beneficial partnership arrangements (A,I)
* Excellent oral communication skills with an ability to engage others and to explain complex processes and procedures, and produce and deliver professional presentations. (I)
* Clear, concise, timely and appropriate written communication skills to produce correspondence, resources and reports (A,I)
* Strong organisation and prioritisation skills with an ability to work autonomously (I)
* Confident and professional manner, and tactful, diplomatic, empathetic and calm under pressure (I)
* Creative thinker with an ability to use initiative to identify problems and devise solutions.(A, I)
* Financial planning, monitoring and reporting skills (I)
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| **Qualifications** |
| * A degree or equivalent experience, or equivalent work experience, in a related area. (A)
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| **Experience** |
| * Professional experience of working in cross and inter sector collaborative contexts (A,I)
* Professional experience of working within an outreach or widening participation role (I)
* Budget management experience (A,I)
* Adaptive to change and uses initiative to identify problems and devise solutions (I)
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **March 2024**