

# Job Description

**Job title:** Planning and Data Analyst

**Reports to:** Planning and Performance Manager

**Department/School:** Planning and Performance Department

**Grade:** 6

## Purpose of the role

The Planning and Performance Department (PPD) provide information, insight and analysis to support evidenced-based decision making on institutional-wide strategy and planning. The department has responsibility for the management and delivery of all aspects of the academic and professional services planning cycle, ensuring effective planning, monitoring and challenge in the achievement of institutional strategic priorities. Providing direct executive support and integrated planning, it has a key role in advising on the future direction of the University and its longer-term size and shape.

The purpose of the role is to provide planning and analytical support to senior members of the department, working across organisational boundaries, with colleagues in Academic Schools and Professional Service Departments. The role contributes to the development, preparation, monitoring and evaluation of University performance through the interpretation of complex management information. The role is integral to the enhancement of data management and data integrity across the University and the role holder undertakes both quantitative and qualitative research and project work.

The role, in particular, is responsible for the development and management of the University’s academic Workload Allocation Management System (WAMS) as system owner and administrator. This involves extracting essential information for analysis and producing reports, as well as developing and refining processes to validate and ensure high-quality data. This requires strong technical knowledge, communication skills and the ability to engage stakeholders on the value of evidence-driven decision-making. The role works collaboratively across the University ensuring our academic colleagues have an accurate and transparent view of the distribution of their workload. The ability to understand and confidently apply several key University systems and processes is essential to meet business needs.

## Line management responsibility for: Not applicable

## Main areas of responsibility:

* Responsible for the development, management and embedding of the Workload Allocation Management System (WAMS) and the operational delivery of the University’s workload model ensuring the aims of the University are met.
* As system owner, take the lead role in the further development of workload reporting and analysis (including scrutinising and interrogating workload data), and drafting and updating policy documents.
* To liaise with colleagues across the University, acting as a point of expertise in relation to the University’s workload model, providing support, advice and guidance to Academic Schools and Professional Departments in the management of the configuration of the model, as well as producing regular reports and briefings.
* To oversee, manage and schedule software upgrades and enhancements in collaboration with the WAMS software provider and the University’s Information Services Department.
* In addition to the above, support and contribute to the development of a growing range of innovative Business Intelligence products which drive data informed decision making at the University.
* Undertake appropriate analysis and evaluation, independently, on a wide range of relevant and often complex sources of data. Producing reports and papers, adapted to suit a range of audiences, ensuring outcomes are clearly and coherently disseminated, to inform institutional planning, policy and decision-making.
* To participate in and support where necessary relevant institutional working groups, including preparing minutes, reports and briefings as required.
* Support senior colleagues on priority projects, undertaking initial scoping, data interrogation and evaluation to enhance outcomes and aid successful conclusion.
* Be a lead advocate in the improvement of data literacy, data quality and the best use of data, through enhancing the dissemination of institutional data to relevant colleagues across the University.
* Develop and maintain effective working relationships and networks across all areas of the University and our Students’ Union, and in particular, with key colleagues in Information Services, Marketing and Communications, Academic Services and the Finance Department.
* Liaise with and develop effective links with key contacts in relevant external organisations, as appropriate, including for example; HESA, UCAS, OFS etc.

## 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

|  |
| --- |
| **Knowledge, skills, and abilities** |
| * Knowledge and understanding of the issues and context within which UK Higher Education operates **(I)**
* Knowledge and understanding of a range of quantitative and qualitative data analysis techniques and processes and ability to apply in a business context **(A, I)**
* Ability to interpret and clearly present complex data and information in an engaging and intuitive way **(A, I, E)**
* Excellent organisational and prioritisation skills with the ability to manage and deliver a number of tasks concurrently **(A, I)**
* High levels of numeracy and literacy with attention to detail and accuracy **(I, E)**
* Excellent IT skills and experience of using the full Microsoft Office package. Proficient in the use of Excel and PowerPoint **(I, E)**
* Ability to analyse quantitative and qualitative data using appropriate software: including Advanced Excel skills, and/or other relevant statistical applications **(A, I)**
* Working with SharePoint or other file sharing systems **(I)**
 |
| **Qualifications** |
| * A first degree or equivalent experience in a relevant field **(A, E)**
 |
| **Experience** |
| * Substantial experience in a relevant role of data analyst, performance analyst or system administration (**A,I**)
* Experienced in writing and then monitoring the implementation of new policies and processes and providing guidance and advice to colleagues. (**A,I)**
* Experienced in providing tailored training on business models, systems usage and policies to a range of stakeholders **(A,I)**
* Demonstrable experience of gathering, analysing, interpreting and reporting data and information using a range of different software packages and approaches **(I, E)**
* Highly developed interpersonal skills with the ability to communicate complex analysis and information in a clear, appropriate and understandable way to a variety of audiences, both orally and in writing **(I, E)**
* Experience of dealing with staff at all levels, including senior managers and ability to work collaboratively with others to ensure required objectives are met **(A, I)**
* Experience of working to tight deadlines and to manage changes of priority and schedule **(A, I)**
* Ability to manage small scale projects (**I)**
 |

# 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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: November 2024