# JOB DESCRIPTION

**Job title:**      Senior Analyst (Teaching Excellence/Access and Participation) (TEAP)

**Post number:**      EP5007

**Reports to:**      Head of the Evaluation and Policy Department

**Department:**      Evaluation and Policy Department

**Location:**      Cockcroft, Moulsecoomb

**Grade:**      7

**Purpose of the role:**

The Evaluation and Policy Department provides policy and data analysis, insight and evaluation to support the University's decision-making, and to enable evidence-driven interventions and activities to deliver the University's strategic priorities, in particular in relation to learning and teaching and the student experience. Working with others, it supports the University Executive Board's decision making on strategy and planning.

One of the main areas of responsibility of the Department is to provide analytical capability to deliver the University's requirements to meet Office for Students (OfS) conditions for registration, including for the Teaching Excellence and Student Outcomes Framework (TEF) and an Access and Participation Plan (APP).

The role reports directly to the Head of Department and will work closely with other key senior colleagues across the university to provide high-level analysis and insight to support the University's work towards achieving the highest TEF outcome and ensuring it delivers its commitments as set out in our Access and Participation Plan. The post-holder will be required to deliver high-level data and statistical analysis, as well as providing the associated expert knowledge and advice, in relation to TEF and APP methodologies and processes, and to ensure the University's regulatory requirements in these areas are appropriately and effectively supported and met.

**Line management responsibility for:** Outreach Data Administrator

**Main areas of responsibility:**

- To advise on and carry out appropriate high-level data analysis, evaluation and modelling, on the full range of TEF metrics and APP datasets, and produce appropriate reports and papers, adapted to suit a range of audiences, ensuring outcomes are clearly and coherently disseminated.

- To support the activities of the University in relation to the preparation and monitoring of its required submissions and returns to the Office for Students (OfS) for the TEF and APP.

- To line manage the Outreach Data Administrator, ensuring effective relationships with the University's Outreach team.

- To model the University's outcomes in future TEF exercises using insight and knowledge of the range of relevant data sources and understanding of the methodologies used.

- To conduct relevant modelling and impact evaluation of institutional strategic interventions to monitor and understand the effect of University activities on TEF metrics and APP datasets.

- To provide expert knowledge on the TEF metrics and APP related datasets, gaining a full understanding of data sources, methodologies, benchmarking and other technical specifications related to the metrics/datasets.

- To proactively develop processes and associated systems to monitor, evaluate and analyse relevant datasets and TEF metrics to support the delivery of the university's strategic priorities in relation to the TEF and APP.

- To stay abreast of sector-wide policy, consultations, literature and technical developments related to the TEF and the APP, working with the Policy and Projects Manager to ensure necessary information is communicated in an appropriate way to relevant stakeholders.

- To lead the provision of TEF and APP related technical support, advice and training, and all other communications related to TEF/APP data to relevant stakeholders across the University, including the Pro Vice-Chancellor Education and Students, the Director of Education and Students, the Academic Registrar, and other relevant senior managers across the institution.

- To support the University Executive Board's planning, policy and decision-making in relation to the TEF and APP, including through the provision of analysis and insight of TEF/APP developments to relevant University Groups and Committees.

- To support key colleagues on a range of associated university-wide projects through the provision of data and analysis.

- To 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 Schools and Professional Service Departments.

- To liaise with and develop effective links with key contacts in relevant external organisations, including for example; HESA, Advance HE, Office for Students, and other HEPs.

- To undertake other such duties, at any location, as requested by the Head of Evaluation and Policy Department /Insight Manager or their nominee.

**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 and Diversity 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 General Data Protection Regulations.

## PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) 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).

| Essential criteria | | A, I, E |
|---|---|---|
| Knowledge/Skills | • Knowledge and understanding of the UK higher education context; including the Office for Students, the Teaching Excellence and Student Outcomes Framework (TEF) and Access and Participation Plans | A, I, E |
| | • Advanced analytical and evaluative skills, able to synthesise information and analyse, interpret and clearly present information and data | A, I, E |
| | • Excellent communication and presentation skills, both written and verbal, and the ability to convey complex information to non-experts | A, I, E |
| | • Ability to work collaboratively in a team, as well as on own initiative | A, I |
| | • Excellent organisational skills and the ability to manage and deliver a number of projects running concurrently | A, I |
| | • Ability to work to tight deadlines and to manage changes of priority and schedule | A, I |
| Qualifications | • A postgraduate qualification, with a significant statistical/numerical component, or relevant equivalent experience | A |
| Experience | • Demonstrable experience of gathering, analysing, interpreting and reporting quantitative data and information, using a range of different statistical and analytical methodologies. | A, I |
| | • Proven experience of presenting results, drawing conclusions and making recommendations | A, I, E |
| | | A, I |

| | | |
|---|---|---|
| | • Demonstrable experience of working across teams co-operatively and to support co-working across institutional boundaries<br>• Experience of working with and influencing colleagues at all levels including senior managers | A, I |
| **Technical/work based skills** | • Ability to analyse quantitative data using computer based statistical packages: including Advanced Excel skills and for example SPSS, R, etc.<br><br>• Ability to use the full suite of Microsoft packages, including Excel, Sharepoint, Powerpoint, Outlook, Word, Teams.<br>• Experience of data visualisation tools<br>• Ability to analyse qualitative data including the use of associated software | A, I, E<br><br>A, I, E<br><br>A, I<br><br>A, I |
| **Other requirements** | • Able to use display screen equipment (DSE) extensively, according to health and safety guidelines. | A |

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This is a full time post and is permanent.
- 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) and further information can be found on the 'Balancing Working Life' section here Benefits and facilities.
- 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 | Basic entitlement per year | 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](#)
- Read the University's [2016 - 2021 Strategy](#)
- The University has an attractive range of benefits and you can find more information about them on our [website.](#)

**Date: January 2021 V2**