



**Job title:** Data Analyst

**Post number:** EP5003/5

**Reports to:** Insight Manager **Department:** Evaluation and Policy **Location:** Brighton, Moulsecoomb **Grade:** 6

# Purpose of the role

The Evaluation and Policy Department provides data analysis, information, benchmarking and

evaluation to provide evidence driven interventions and activities to deliver the University’s strategic priorities, and supports the University Executive Board’s decision making on strategy and planning.

The post holder will work within the Evaluation and Policy Department and will be responsible for delivering relevant high-level data analysis and information, including work related to institutional surveys and metrics, to support the university’s decision-making processes, under the direction of the Insight Manager and the Head of the Evaluation and Policy Department.

**Line management responsibility for:** Not applicable

# Main areas of responsibility:

* To carry out appropriate analysis and evaluation, independently, on a wide range of relevant and often complex sources of data and reporting clear, accurate and convincing findings, adapted to suit a range of audiences including Executive Board and non-expert. Outcomes to be clearly and coherently disseminated both verbally and in writing, to inform institutional planning, policy and decision-making.
* To carry out evaluations of activities across the student life cycle using a range of appropriate methods and statistical and visualisation software to provide evidence and information to inform planning, policy and decision-making.
* To proactively and innovatively develop processes, solutions, and associated systems, to monitor, evaluate and analyse institutional activities; data; staff/student surveys and outcomes to support the delivery of the university’s strategic priorities.
* To undertake analysis to monitor and benchmark the university’s performance and position across the sector against a range of performance measures and rankings and developing performance benchmarking reporting as appropriate.
* To participate in and support where necessary a relevant institutional Working Group, working with key members and in doing so prepare associated notes, reports, papers, briefing notes as required.
* To participate in the development of supporting data literacy and the use of data and enhancing the dissemination of institutional data to relevant colleagues across the university; including presenting findings of analysis within and outside of the institution, ensuring outcomes are clearly and coherently disseminated in an appropriate and timely fashion.
* On an ad-hoc basis support university-wide projects through the provision of data and data 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 within the Academic Services Department, Planning and Performance Department and the central Education and Student Experience team.
* To liaise with and develop effective links with key contacts in relevant external organisations, including for example; HESA, OfS, Advance HE.
* To produce outputs which meet the criteria as outlined in the Accessibility Act
* To undertake other such duties, at any location, as requested by the Insight Manager/Head of the Evaluation and Policy Department 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 Data Protection Act.



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).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge, skills, and abilities**  | * Knowledge and understanding of the UK higher education context
* Proficiency with the Microsoft suite of packages (Excel, Word, Outlook, PowerPoint).
* Ability to analyse quantitative data using computer based packages: including Advanced Excel skills, SPSS, Power BI, R, or other relevant statistical packages.
* Ability to analyse qualitative data, including the use of associated software such as NViVO
* High level of skill in the communication of outputs from complex analyses, to a diverse range of audiences and using a range of methods (reports, presentation etc) and visualisations (and appropriate software)
* Understanding and compliance to Accessibility Act.
* Excellent organisational skills and the ability to manage and deliver a number of projects running concurrently. Ability to work to tight deadlines and manage changes to priority and schedule.
* Strong team player, with ability to work across teams cooperatively, and to support co-working across institutional boundaries.
* Ability to work on own initiative.
 | **A, I, E****A, I**, **E****A, I**, **E****A, I**, **A, I**, **E****A****A, I****A, I**, **A, I** |
| **Qualifications** | * A good (1/2.1) degree, with a significant numerical/statistical component, or relevant equivalent experience.
 | **A** |
| **Experience** | * Demonstrable experience of gathering, analysing, interpreting and reporting quantitative and qualitative data and information.
* Experience of dealing with staff at all levels, including senior managers
 | **A, I****A, I**  |
| **Physical demands and/or other requirements**  | * Able to use display screen equipment extensively, according to health and safety guidelines.
 | **A** |



* 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) and further information can be found on the ‘Balancing Working Life’ section 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** | **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](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 [2016 - 2021 Strategy](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).