

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Planning Officer - External Data and Returns

Salary: £37,265 - £44,708

Grade: 5

Location: 272 High Holborn

Accountable to: Associate Director of Planning

College/Service: University Central Planning Unit (UCPU) – Vice Chancellor's Office

Purpose of the Job:

The post holder will have responsibility for the analysis of external data and statutory returns that fall under the remit of the UCPU including returns to HESA and OfS and will facilitate the production of these statutory returns. This will include supporting the data validation process, submission and data analysis.

You will assure the data contained in external returns, reconciling and analysing data to support the wider objectives of the University. This will include analysing and modelling the impact of data in the returns on externally published data.

The role will work very closely with the University's data quality team in the Academic Registry to ensure that student data feeding statutory returns is recorded in line with external guidance.

As required the post holder will contribute to the delivery of the priorities of the UCPU and this will include contributing to projects, undertaking data analyses and supporting the development of our planning tools.

Duties and Responsibilities

1. Undertake data analysis and student number planning activities related to external data and statutory returns ensuring a consistent approach to data in line with external definitions and guidance. Reconcile and analyse data supplied in external returns advising on the implications for funding contracts and publicly-available data and performance measures.
2. Generate data outputs for statutory returns:
 - i. Generate student-related statutory returns for HESA, OfS and ESFA, ensuring returns are prepared, validated and submitted in line with external guidance and deadlines
 - ii. Develop and maintain the tools and applications used to generate data for returns working with the Academic Registry student systems and records team to ensure that the latest versions of relevant software are available through the student record system
 - iii. Undertake data validation checks in advance of submitting returns; liaise with the Academic Registry to ensure that data is recorded in line with the external requirements of returns and validation issues are satisfactorily resolved
 - iv. To understand the strategic and operational requirements of OfS, HESA and other external agencies and use this knowledge to inform accurate returns. This would include supporting the implementation of HESA's Data Futures programme and the

Graduate Outcomes destination of leavers survey.

- v. Ensure that there is policy and process documentation in place to support the area of work

3. Analyse and model the impact of statutory returns on external performance measures and rankings including subject analyses, league table publications and sector performance indicators.
4. Support the University's management information and business intelligence capability through the provision of data analysis and reporting.
5. Contribute to the overall data quality of the student record, providing feedback and guidance as appropriate to key stakeholders on student data-related issues.
6. As appropriate, to contribute to the scoping, specification, development, implementation and maintenance of technical solutions (including databases, applications and reporting tools) relevant to the work of the UCPU.
7. As and when required to present findings of reports and data analysis to internal stakeholders - this could include Executive Board, Academic Planning Sub-Committee and other University Groups and Committees.
8. To attend internal meetings relevant to the role, these could include planning meetings with Colleges and Central Services, and as appropriate membership of any groups which meet to discuss returns and data quality issues.
9. As necessary, initiate and undertake ad-hoc projects linked to the work of this role and/or the UCPU
10. To work with Central Services to maintain and develop the flow of data and management information between UCPU and relevant College and central functions.
11. To work with the University's Colleges to ensure that they are supported by an effective central planning service.

General

1. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
2. To undertake health and safety duties and responsibilities appropriate to the role.
3. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
4. To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
5. To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
6. To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- UCPU Staff
- Central Services staff, including:
 - Academic Registry staff, particularly in the areas of MIS/student records
 - FE Office
 - Finance Management Information team
 - Human Resources Planner
 - SITS project team
- College Planners network

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Person Specification	
Specialist Knowledge/ Qualifications	<p><i>Detailed knowledge of statutory returns and student data in the UK Higher Education sector or substantial experience of complex data returns in a comparable environment (e.g. ILR)</i></p> <p><i>Experience of working with statutory external funding in the public or related sector and working with related data returns, audit mechanisms and funding methodologies</i></p> <p><i>Advanced working knowledge of Microsoft Excel</i></p> <p><i>Detailed understanding of student-related Higher Education data and its uses</i></p> <p><i>Knowledge and understanding of the role of data in decision making, and its support for high level management teams</i></p> <p><i>Degree or equivalent professional qualification /experience</i></p>
Relevant Experience	<p><i>Direct experience of undertaking or making a significant contribution to the preparation and submission of statutory returns</i></p> <p><i>Proven ability to work with data rigorously and experience of successfully undertaking quantitative data analysis in support of a major organisation</i></p> <p><i>Experience of using specialist reporting software to support management information analysis</i></p> <p><i>Experience of strategic planning processes in Higher Education or a related area</i></p>
Communication Skills	<p><i>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</i></p> <p><i>Ability to write reports that combine data and narrative in a meaningful way</i></p>

Planning and managing resources	<i>Plans, prioritises and manages resources effectively to achieve long term objectives</i>
Teamwork	<p><i>Co-ordinates own effort with that of others so that work is completed effectively in line with team objectives</i></p> <p><i>Works collaboratively in a team and has the ability to develop internal networks, actively seeking to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration and influence decisions</i></p>
Student experience or customer service	<i>Contributes to improving or adapting provision to enhance customer service</i>
Creativity, Innovation and Problem Solving	<i>Demonstrates a flexible approach to problem solving and a willingness to explore innovative and pragmatic solutions</i>