

## Job Description

### Job Title – Planning Analyst (Access & Participation)

Job Description	
<b>College/Service</b> University Central Planning Unit (UCPU)	<b>Location</b> High Holborn
<b>Contract Length</b> Fixed term for 12 month	<b>Hours per week / FTE</b> 21 / 0.6
<b>Accountable to</b> Deputy Director (UCPU)	<b>Weeks per year</b> 52
<b>Salary</b> £38,694 - £46,423 (£23,216 - £27,854 Pro Rata)	<b>Grade</b> 5

Job Description
<p><b>Purpose of Role</b></p> <p>To support University-wide monitoring, planning and decision-making through the provision of reports and management information relating to the University's performance against its Access &amp; Participation Plan (APP) and related targets and commitments.</p> <p>The post holder will provide analytical support to a number of evaluation projects as well as supporting more general reporting in relation to the APP, such as the development of internal reporting of progress against APP targets and milestones.</p>

## Duties and Responsibilities

- To support the University's management information and business intelligence capability in relation to activities aligned to access and participation monitoring. This will include:
  - Developing an annual reporting cycle of management information and data analyses to support APP monitoring
  - Support APP evaluation projects through the provision of data analysis and research
  - Analysing and reporting on available external data sources (such as UCAS, HESA etc.) to provide insights and analysis
  - To work with key stakeholders in Colleges/Central Services to ensure that the development of management information and analysis is appropriate and supports their monitoring needs
  - To make effective use of benchmarking with other UK institutions in reporting and analysis to ensure best practice.
- To work with APP evaluation project leads/teams to provide analysis and work with colleagues to support dissemination and interpretation of outputs
- To provide regular updates to the APP Evaluation Network and other committees and fora on evaluation work undertaken in relation to the APP.
- To acquire and maintain specialist knowledge relevant to the role including the strategic and operational requirements of the University/UCPU, the requirements of external agencies/statutory bodies and external metrics and apply this knowledge to the role and inform the wider university community.
- To develop and maintain dashboard reporting related to the areas of analysis covered by the role; including establishing data sources, configuring dashboards, consultation and testing with key users and ongoing support.
- To contribute to the overall data quality of the student record, providing feedback and guidance as appropriate to key stakeholders on student data related issues.
- In conjunction with UCPU colleagues, to provide planning support, management information, data analyses and briefing reports for the Executive Board, University Committees and related working groups in relation to the work of the Unit and relevant external policy. As and when required to present findings of reports and analysis outcomes to internal stakeholders.

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- To attend internal meetings relevant to the role, these will include planning meetings with Colleges and Central Services, and as appropriate membership of any relevant groups.
- As necessary, to initiate and undertake ad-hoc projects linked to the work of this role and/or the UCPU.
- To work with other Central Services to maintain and develop the flow of data and management information between UCPU and relevant central functions.
- To work with the University's Colleges to ensure that they are supported by an effective central planning service.

## **General**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- 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.

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Job Description
<b>Key Working Relationships –</b> <ul style="list-style-type: none"><li>• UCPU Planning Analysts</li><li>• APP Evaluation Network</li><li>• APP Researchers</li><li>• Academic Registry</li><li>• Dean of Students Office</li></ul>
<b>Specific Management Responsibilities</b>  <b>Budgets</b> <ul style="list-style-type: none"><li>• N/A</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• N/A</li></ul> <b>Other</b> (e.g. accommodation; equipment) <ul style="list-style-type: none"><li>• N/A</li></ul>
Signed _____ (Recruiting Manager)  Date of last review _____ [Type in Details]

## Person Specification

### Job Title - Planning Analyst (Access & Participation)

#### Grade – 5

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent professional qualification</li> <li>• Detailed knowledge of data and reporting requirements in Higher Education or a related or comparable area – particularly requirements relating to access and widening participation</li> <li>• Knowledge and understanding of the role of data in decision making, and its support for high level management teams</li> <li>• Ability to write reports that combine data and narrative in a meaningful way</li> <li>• Ability to keep abreast of external factors that may impact on the institution and its planning environment</li> <li>• Advanced working knowledge of Microsoft Excel. A working knowledge of sql would also be desirable</li> <li>• Working knowledge of data and management information reporting tools</li> <li>• An interest in equality, diversity and inclusion and commitment to widening participation and fair access</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of successfully undertaking quantitative data analysis in support of performance measurement in a major organisation and producing related reporting</li> <li>• Experience of analysing and interpreting datasets to inform planning and monitoring activities</li> <li>• Experience of implementing routine data and management information reporting</li> <li>• Experience of developing data reporting using software solutions</li> </ul>

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Person Specification	
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problem.