



JOB DESCRIPTION	
Job Title	Data Analyst – HESA Student Record (3yr fixed)
Department	Registry, Student Experience Directorate
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Student Systems & Information Manager

### Purpose of Post

The Data Analyst – HESA Student Record is a member of the Student Returns team within Registry and part of the Student Experience Directorate (SED). The role holder will have responsibility for the statutory reporting of student data to the Higher Education Statistics Agency (HESA), focusing on the new Data Futures return under the project management of the Student Systems & Information Manager.

This role holder will support Registry in embedding the new student data reporting framework, Data Futures, and developing our reporting capabilities over the next three years, including the move to reporting multiple times a year. The role will involve working closely with the rest of the Student Returns team, the wider Registry team, as well as HESA & Tribal (developers of SITS, our Student Information System).

The role will include responsibility for ensuring data quality throughout the HESA Student Record by implementing Tribal solutions, creating reporting capabilities, analysing data, and supporting others to review and align business processes to the new model.

### Main Duties & Responsibilities

#### HESA Student Record

1. Identify and interpret requirements for returning statutory data to HESA, and how these relate to the School's student record structure, including areas which will require development in order to meet reporting requirements.
2. Take a lead on analysing HESA Student Record data using statistical techniques to ensure all HESA requirements have been met & reviewed in line with business and data processes.

3. Support the review of business processes which feed into HESA data by creating reports and analysing the relevant data to help provide new solutions. Provide support to Registry team members in implementing changes to data and business processes where deemed necessary.

### **SITS & technical**

4. Understand and use the regularly updated SITS solutions for cleaning and transforming data so that it meets HESA statutory requirements, including how these solutions work in relation to the School's student record structure. Identify any issues with the Tribal solutions and liaise with HESA, Tribal and other providers to identify potential solutions.
5. Make recommendations for changes to the management of student data, including within SITS, to ensure collection, processing and reporting of data is accurate and complies with statutory requirements.
6. Undertake activities to test system updates to support HESA Student reporting needs.
7. Develop data analytics and reports to query SITS data to facilitate Data Futures implementation.
8. Attend relevant meetings, e.g. SITS User Group, MIS work group, to review and improve the School's statutory reporting functionality.

### **Other HESA Student responsibilities**

9. Stay abreast of developments and changes in relation to HESA Student Record and work with the team to ensure accurate implementation.
10. Create and maintain detailed documentation of all developments.

### **Other General Responsibilities**

11. The role holder will carry out all duties to a professional standard taking into account the need to maintain academic standards and the School's reputation, and meet all legal requirements.
12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
14. To undertake other reasonable duties and activities as required and commensurate with the grade of the post.



PERSON SPECIFICATION	
<b>Job Title</b>	<b>Data Analyst – HESA Student Record (3 years fixed)</b>
<b>Department</b>	Registry, Guildhall School of Music & Drama
<b>Grade &amp; Level</b>	Grade: D
<b>Trent Position Number</b>	

Please find below the key skills and core behaviours required to undertake this post.

(A = application, T = Interview Test, I = Interview)

#### **Essential**

- Educated to degree level or equivalent professional experience in higher education. (A)
- Experience of ensuring data quality and designing processes including producing data returns (A, I).
- Excellent written and oral communication skills, with an ability to prepare reports, specification and plans and present these to variable audiences (A, I).
- Highly proficient in statistical analysis and data modelling (A, I, T)
- Ability to work with the data owners to ensure the accuracy of the data, analyse the return and provide management information to senior staff on the outputs and impact of the return.- (A, I)
- Ability to provide advice and guidance to system users, in relation to data required for the HESA Student returns, ensuring that there is understanding of Data futures (A, I).
- Experience of using initiative, managing priorities, problem solving, analysing and decision making. (A, I)
- Ability to form professional networks and contribute positively to implementing change. (A, I)
- High standards of IT literacy inc. Data query tools, statistical packages for analysing data sets, MS PowerPoint, Excel, Word. (A,I)
- Able to communicate effectively and work collaboratively with staff at all levels. (A, I)
- Able to work effectively as part of a team, contributing positively to supporting others where challenges may arise, and demonstrating vision and values that support the culture of the School. (A, I)
- A commitment to promoting the School's Equality, Diversity, and Inclusivity (EDI) initiatives and strategy at all levels. (I)

## **Desirable**

- Significant experience of the HESA student record and wide knowledge of the HESA Data Futures model.(A,I,T)
- Significant “superuser” experience in the use of the SITS student records system including reporting and writing code in SITS syntax (A, I)
- Knowledge and understanding of the current issues in higher education including data protection and data management. (A, I)

*In the event of a large number of applicants, the selection for interview will be based on those applications that demonstrate the applicant meets the desirable skills, knowledge and experience in addition to the essential.*

### **Recruitment – Note to Applicants**

*These key skills and core behaviours will be used in the decision making process for recruitment. Please give succinct examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.*

*Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*



## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is **£41,360 – 51,050** per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Contract**

The position is offered on a fixed-term basis (3 years).

### **Hours of Work**

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11<sup>th</sup> of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Two months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.