JOB DESCRIPTION

Job Title: **Statistician/data analyst**

Ref no: **PLN7**

Department: **Planning**

Grade: **7**

Salary: **£36,794 per annum inclusive of Outer London Weighting**

Period: **Permanent** (subject to satisfactory completion of probation period)

Reporting To: **Head of Planning**

Role summary

To support the organisation in the statistical interrogation and understanding of internal and external data sources.

Job purpose

To provide in-depth analysis and insight into key university issues utilising both internal and external data sources and developing consistent processes for the ongoing interrogation of University data so as to inform the development and targeting of appropriate interventions. The post will provide expert statistical and data analysis capabilities and will be expected to work closely with colleagues in the Planning team as well as collaboratively with relevant teams.

Main responsibilities

Data Analysis

- To undertake analysis of large data sets in relation to a range of issues relating to the student body and performance including retention and progression, the Teaching Excellence Framework, widening participation, equality and diversity, cohort analysis, league table performance, academic results and key performance indicators. Examples of data sets include official HESA data releases on non-continuation, National Student Survey data and Destination of Leavers from Higher Education (DLHE) results as well as a range of internal data sets.

- To lead in undertaking expert statistical interrogation and data analysis of internal and external data, exploring trends and statistical significance across multiple variables.

- Use specialist skills in the use of a range of analytical software packages and approaches such as SPSS, R, Stata, Excel, Access and QCA. The post-holder will also be expected to assist in developing the capability of other members of the team through training and mentoring.

- Utilising our Tableau business intelligence software to visualise the results of analyses.

- Working collaboratively across teams in providing statistical support on issues of critical importance to the University.

- To play a key role in enhancing the University's use and analysis of data and information including improving data accuracy and accessibility in line with University's approach to Business Intelligence.

- Analysing and presenting findings from analysis for a range of internal and external audiences and purposes including the Executive, senior managers, external communications and advocacy and responses to Freedom of Information requests.

- To prepare regular reports, resolving data discrepancy issues and presenting results in a variety of formats. This may include but are not restricted to reports on the implantation of key strategic initiatives and progress against performance indicators, in-depth analysis of student performance and interrogation of the factors affecting performance, and comparative analysis of performance in key indicators against sector trends. Reports will typically be presented to internal committees as part of the University's governance processes but may also be prepared for external dissemination.

- With appropriate training provided, the post-holder will establish themselves as an advanced and trusted (Gold) user of Higher Education Information Database for Institutions (HEIDI+).

- Through engagement with internal stakeholders and participation in relevant formal and informal groups and committees, develop and maintain an understanding of the University's academic provision and academic business planning information requirements in order to support the Planning team in advising the University on planning issues.

- Working closely with colleagues in communications to ensure analysis and evidence informs external advocacy positioning.

General

- To provide general administrative support for the Planning team as required such as arranging meetings and events, preparation of agendas and papers as necessary, servicing meetings, taking and writing minutes and undertaking relevant follow-up action

- Attendance at external seminars and conferences on behalf of the University, specifically in relation to developments relating to data in Higher Education.

- Undertaking health and safety duties and responsibilities appropriate to the post

- Maintaining and promoting equality and diversity within the terms of the University's published procedures

- Any other duties as may be assigned from time to time by the Head of Planning.

Line management

- The post-holder will report directly to the Head of Planning and be a member of the University's Planning team (currently five members of staff).

- The post-holder will be expected to work closely with other members of the planning team and may be required to report directly to them on specific pieces of work.

- The Planning team works collaboratively across a wide range of functional areas and the post-holder will be expected to work in a similar fashion with colleagues in other teams as per the requirements of specific projects.

Hours: 35.5 hours per week for 52 weeks per annum, actual daily hours by arrangement. Some evening and/or weekend working may be required.

Leave: 30 days per annum plus eight Bank Holidays and University days over the Christmas period (pro rata for part-time staff) which may need to be taken as time off in lieu.

PERSON SPECIFICATION

Post title: Statistician/data analyst

Essential requirements

Knowledge, skills and experience

- Appropriate qualifications and/or experience that demonstrate the capability to undertake the stated job responsibilities.
- Extensive previous experience in using statistical software packages, such as SPSS, R and/or Stata, to analyse large complex data sets in an applied setting.
- Excellent skills in Excel and experience in using Access.
- Previous experience or the willingness to learn in using Tableau business intelligence software to visualise the results of analysis.
- Considerable experience of working with data, providing appropriate manipulation, analysis and reporting, in order to make well-informed recommendations, and presenting these clearly in reports.
- An understanding of the higher education and wider education and skills policy landscape.
- Ability to scan large volumes of often complex material, and distil and synthesise key points.
- Ability to construct evidence-based arguments and communicate them persuasively.
- Ability to research issues, collate statistics, undertake surveys, analyse trends and patterns, and prepare briefings.
- Ability to manage projects.
- Excellent inter-personal and communication skills and the ability to convey complex information to non-technical audiences.
- A track record of building successful working relationships.
- Excellent written and verbal communication skills with experience of delivering successful presentations and public speaking.
- Highly organised and able to work under pressure, managing multiple pieces of work to tight deadlines.
- Able to work on own and take initiative
- Commitment to the mission and values of Middlesex University

Additional information

No Parking at Hendon campus: There are no parking facilities for staff joining our Hendon campus, except for Blue Badge holders

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

If you wish to apply for this post please complete an online application form at our e-recruitment portal: https://jobs.mdx.ac.uk/Vacancies.aspx

Closing date for receipt of applications: 3rd December 2017

What Happens Next ?

If you wish to discuss the job in further detail please contact Simon Lewis on (020) 8411 4221 or at s.a.lewis@mdx.ac.uk.

If selected for interview, you will be contacted within 2 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.