Job description & person specification

JOB DESCRIPTION

Post title:	**Institutional Research Analyst**		
Academic Unit/Service:	Institutional Research		
Professional Service:	Finance, Planning & Analytics		
Career pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	N/A		
Posts responsible to:	Deputy Head of IR (MSA Level 5) & Management Information Officer (MSA Level 4)		
Posts responsible for:	N/A		
Post base:	Office-based		

Job purpose -
This is a key post in the Data reporting, analysis and accessibility capability within Southampton's Institutional Research team. The Institutional Research (IR) team at Southampton brings together a range of capabilities including data analysis, market research and Business Intelligence (BI) to ensure the University has the data, information and analysis it needs to inform and drive evidence based decision making. The role will provide data reporting, analysis and modelling to support the organisation's strategies for areas including Education, Marketing & Student Recruitment and the Student Experience. The primary function of this role is to ensure the provision of comprehensive, effective and efficient support for the Data reporting, analysis and accessibility capability, in order to support the University management in evidence-based decision making.

Key accountabilities/primary responsibilities	% Time
1. The post-holder's key area of responsibility is to support the Deputy Head of IR and Senior Analysts in data analysis and reporting, in partnership with key stakeholders. • To perform detailed analysis, interpretation and manipulation of data from a wide range of primary and secondary sources. To create reports and highlight and prioritise issues • To conduct analysis to support the University's 10 year plan, recruitment and outreach activities, student success, sector benchmarking and the student experience. This will include the collating, interrogating and manipulating large datasets in appropriate data packages. • To respond to management information and freedom of information requests as appropriate and within the remit of the institutional research team.	50%

Key accountabilities/primary responsibilities	% Time

2. To support the university's new and existing IR data resources by:
    ▪ Supporting IR's data accessibility strategy by developing dashboards and other data delivery mechanisms to disseminate data and information to the University community
    ▪ Developing and maintaining data sources for existing dashboards and applications (e.g. those delivered via QlikView)
    ▪ Continuously reviewing the portfolio of data resource available to maximise their effectiveness and identify information gaps.
	25%

3. To work with the IR team and other stakeholders to improve the quality of reporting and insight across the University, and ensure that high quality analysis and research underpins all key strategic decision-making.	5%
4. To work with the Deputy Head of IR and other members of the IR team to integrate a range of primary and secondary datasets and information sources to provide a holistic view to the University	10%
5. To support the IR team and undertake general administration tasks as appropriate including the co-ordination of data purchased from external providers such as HESA and UCAS. To review needs, arrange purchases, maintaining and updating data sources in line with University and data protection requirements.	10%
6. The post holder will also be expected: • To undertake such other duties as may be agreed by the line manager	

Internal and external relationships (including nature and purpose of relationships)
The post-holder is expected to develop strong working relationships with a range of individuals from across both Professional Services and the faculties, as well as with the senior management of the University and working through its existing governance arrangements To represent the department where necessary on a number of cross-University committees and working groups. There will also be a requirement to work with external agencies and bodies and the ability to travel across the U.K is essential

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge & experience	Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.	UK honours degree with a strong statistical /data analysis /market research content or equivalent professional qualifications / experience	Application
	Understanding of different data analysis methodologies (quantitative and qualitative), their strengths and weaknesses and appropriate applications. Project design, analysis & reporting results.	Knowledge of the HE sector Proficiency in the use of QlikView or similar BI/visualisation software	Application/ interview
	Excellent Excel skills.	Familiarity with analytical software e.g. Python, R, SQL, Alteryx etc.	Application/ interview
	Ability to accurately analyse and interpret complex quantitative data, presenting summary information in a clear and concise manner		Application/ interview
	Proven experience of ensuring data quality and accuracy		Application/ interview
	Awareness of data protection considerations when conducting this type of work		Application/ interview
	Ability to apply project management processes.		Application/ interview
Planning & organising	Strong 'critical thinking' and analytical skills		Application/ interview
	Shows initiative and demonstrates a "can do" approach		Application/ interview
	Able to anticipate and deal with problems		Application/ interview
	Able to plan and prioritise a range of standard and nonstandard work activities		
	Ability to successfully plan and deliver projects/activities over a period of several months (e.g. to co-ordinate a data project)		
Problem solving & initiative	Able to identify and solve problems by applying judgment and initiative to tackle some situations in new		Application/ interview

	ways and by developing improved work methods.		Application/ interview
Management & teamwork	Ability to work independently and as part of a team		Application/ interview
	Able to solicit ideas and opinions to help form specific work plans.		
	Able to positively influence the way a team works together.		
	Able to ensure colleagues are clear about changing work priorities and service expectations.		
Communicating & influencing	High level of written and verbal communication skills including the ability to present and prepare reports on complex (numerical) information in a concise and user-friendly way.		Application/ interview
	Ability to build good relationship with a wide range of colleagues across the organisation.		Application/ interview
	Ability to elicit information to identify specific customer needs.		Application/ interview
	Able to offer appropriate proactive advice and guidance on specialist procedures.		Application/ interview
	Ability to deal with sensitive information in a confidential manner.		Application/ interview
			Application/ interview
Other skills & behaviours			
Special requirements	Attention to detail		Interview / references
	Customer focused		
	Fast learner who is flexible and self-motivated		Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes ✓	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
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Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working	x		
## Shift work/night work/on call duties			