RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don’t have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 16 September 2017
JOB DESCRIPTION (Job ref: REQ00842)

<table>
<thead>
<tr>
<th>Job Title and Grade:</th>
<th>Business Analyst (Student Numbers), Grade 8</th>
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<tr>
<td>Contract:</td>
<td>Permanent, part-time job share</td>
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<td>Hours:</td>
<td>14.4 hours per week (0.4 FTE)</td>
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<td>Salary:</td>
<td>£32,004 per annum to £38,183 per annum (pro-rata for part-time hours)</td>
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<td>Department/Section:</td>
<td>Strategic Planning and Change Section (SPCS)</td>
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<td>Responsible to:</td>
<td>Director, Strategic Planning and Change Section</td>
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<td>Reports on a day to day basis to:</td>
<td>Business Intelligence System Architect</td>
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<td>Purpose of job:</td>
<td>To support and provide advice on strategic planning with a focus on the development and enhancement of student numbers planning/projection, student load and accommodation number planning to enable the achievement of the University's strategic student growth targets. Working as part of the Planning and Business Intelligence Office team on statutory data returns to ensure the submission of high quality and accurate data returns.</td>
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The Role

The role requires excellent analytical, organisational and communication skills and makes an important contribution to the University’s planning and monitoring of student numbers, supporting its ambitious growth aspirations. The role requires experience of creating, using and analysing management information and business intelligence, with focus on student numbers planning and projections, student load and the monitoring and forecasting of student numbers to inform departmental and University’s plans. You will be proactive in providing advice and information that is reliable, well understood and forward looking. Relating to this area of work, you will play an important role in interpreting, utilising and integrating information from a wide range of sources in order to inform strategy development and decision making. The role involves liaising with University staff and partners and more specifically with Faculties, Finance, Communication and External Relations, Admissions, and Employability and Careers Centre.

In your role you will need to ensure that the student number model is fully documented and knowledge in relation to your work is shared across the Planning and Business Intelligence (BI) Office Team. You will work as part of the Planning and Business Intelligence Office Team on statutory returns and support the team in submitting high quality and accurate statutory data.

The role includes responsibility for liaison across the professional services in relation to student numbers planning; providing support and advice to Communication and External Relations (CER) and the Deputy-Vice-Chancellor (DVC) during key phases in the student planning and recruitment cycle, including confirmation and clearing; and working with Finance to ensure accurate and timely student numbers information feeds into University and departmental financial forecasts.

Reporting to the Head of Planning and Business Intelligence, and the Business Intelligence System Architect, you will work as part of a high performing Planning and Business Intelligence Office team within the Strategic Planning and Change Section (SPCS). Formal line management responsibility lies with the Business Intelligence System Architect.
Duties of the Post:

To work as part of the Planning and Business Intelligence Office within the SPCS, with particular responsibility for

1. Provision of accurate and timely Student Numbers and Student Load information
   a) Developing and maintaining management information and performance analysis around student numbers, including student numbers projections, student load, FTE and headcount and information for specific purposes e.g. accommodation planning.
   b) Developing and maintaining a suite of student numbers reports for past, current and projected student numbers across different categories and timescales, meeting the University’s requirements through the academic and strategic plan cycle
   c) Liaising with Finance and CER (in particular Admissions) to provide integrated, well understood and reliable reporting of management information across the University to inform decision making in relation to University’s student growth at University and departmental level.
   d) Developing and refining student numbers projections, by working closely together with Employability and Career Centre, Finance, Admissions and departments, to reflect a range of study options including students taking up work placements and year abroad
   e) Ensuring consistent reporting on student numbers across SPCS and CER and working closely with CER during key periods such as clearing and registration
   f) Acting as a point of contact in this area, working closely with colleagues across the University to increase understanding of and engagement with management information in this area.
   g) Working with the DVC to consider, scope and implement enhancements to student number reporting and analysis.
   h) Providing and maintaining documentation, including technical documentation relating to student numbers information.
   i) Ensuring appropriate testing of any changes to existing student number reports/templates and new reports/templates prior to release
   j) Liaising with colleagues across the University to optimise the quality of data in relation to student number and student load.
   k) Ensuring appropriate communication of any changes to the student number reports and/or student number templates

2. Supporting Student Numbers and Minimum Entry Targets (METs) Planning
   a) Working with the Head of Planning and Business Intelligence and the DVC to identify and agree on enhancements to the student numbers planning and METs process including METs template and student number reporting at University and Departmental levels
   b) Developing reliable student number and METs reports for the Student Number Meeting chaired by the DVC.
   c) Analysing the impact of relevant national HE policy and funding changes on the University’s student number planning.
   d) Drafting papers for senior management\(^1\) including policy analysis, options papers, performance summaries and management information reports.
   e) Working with Finance to ensure accurate and timely student numbers information feeds into University and departmental financial forecasts. Sharing and maintaining knowledge within the Planning and Business Intelligence Office Team.
   f) Providing appropriate support throughout the annual student number planning period and responding to student number planning queries in a timely manner

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\(^1\) The University Steering Group is the regular meeting of senior management, broadly equivalent to a Chief Executive’s group.
3. Student Number Forecasting
   a. Work with Head of Planning and Business Intelligence to discuss, agree and implement the future priorities of any work to the student number model
   b. Ensuring changes to the student number model are communicated and well documented
   c. Ensuring that the implementation of changes to the student number model follows best practice and appropriate testing prior to deployment on the live server.
   d. Ensuring that the student number model is well documented and can be supported and interrogated by other members of the Planning and Business Intelligence Team
   e. Working with a project manager as part of a project team to specify and implement a new or enhanced student numbers planning and income forecasting system, with the view to replace the existing student numbers model, subject to approval of a business case by the appropriate boards.

4. Support and provide advice during clearing
   a. Providing support and advice to CER and the DVC during key phases in the student recruitment cycle, including confirmation and clearing
   b. Providing reliable and up-to-date data in CEDRS to generate the reports used in clearing
   c. Support CER in developing their admission and clearing dashboards

5. General
   a. Share knowledge to maintain an understanding of statutory returns within the Planning and Business Intelligence Office team (including the HESA Student, Staff and DLHE2 returns), funding requirements and implications
   b. Participating in Planning and Business Intelligence Office team meetings and contributing expertise and advice to the ongoing development of the planning process and University-wide management information infrastructure (predominantly through the Planning Information Portal and CEDRS)
   c. Providing support to and cover for other members of the SPCS as appropriate, including knowledge transfer.
   d. Any other duties as may be assigned from time to time by the Head of Planning and Business Intelligence, and the Director of SPCS or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:
For a full description of the terms of appointment for this post please visit: http://www.essex.ac.uk/hr/current-staff/terms.aspx#

June 2017 v2.0

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2 Destination of Leavers from Higher Education survey: http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=1899&Itemid=239
PERSON SPECIFICATION

JOB TITLE: Business Analyst (Student Numbers)

Qualifications /Training

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- An honours degree or equivalent level qualification.
- Qualifications or evidence of CPD in any of the following: project management, use of data analysis or reporting software, leadership/management.

Experience/Knowledge

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- Substantial, relevant administrative experience and an understanding or interest in University administration and of the wider issues currently facing Higher Education.
- Experience of data organisation, management and interrogation and the creation of queries and reports.
- Experience and proficiency in the use of Microsoft Excel, Word and Office.
- A good understanding of strategic planning processes.
- Record of achievement in writing analytical, planning or policy documents.
- Knowledge of a proprietary or in-house student records system.
- Experience of HE administration and/or of managing statutory data returns.
- Knowledge of Tableau or any other specialist reporting software.
- Knowledge of Microsoft SQL.
- Familiarity with the use of Microsoft SharePoint and/or the use of the web as an information repository.
- Knowledge of business modelling.
- Experience of using large relational databases including reports.

Skills/Abilities

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- Excellent communication skills (written, oral and listening) and the ability to understand, present and explain complex information.
- Good problem solving and analytical skills.
- A high level of numeracy and a good understanding and practical experience of data reporting.
- The ability to assimilate, and present with clarity, large amounts of information from a range of sources.
- Excellent organisational skills, a systematic approach to work and the ability to give close attention to detail.
- IT literate and able to demonstrate experience of the practical application of IT skills in the workplace.
- The ability to work effectively to tight and externally imposed deadlines and to effectively manage multiple priorities.
- Good team working skills and the ability to work co-operatively with different teams across institutional boundaries
- Proven ability to establish good working relationships with people at all levels and across institutional boundaries.
- A “can do” attitude and the ability to take on new tasks and projects.
- The ability to interpret, synthesise and anticipate the information requirements of others.

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<th>Other</th>
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<td>Ability to meet the requirements of UK ‘right to work’ legislation</td>
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The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link [https://www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration)

June 2017
ADDITIONAL INFORMATION

Strategic Planning and Change Section

You can find more information about the department at the following link www.essex.ac.uk/spcs

General information

Informal enquiries may be made to Dr Sonia Virdee, Director Strategic Planning and Change (telephone: 01206 874681 e-mail: svirdee@essex.ac.uk) or Bettina Mills, Deputy Director, Strategic Planning and Change (telephone 01206 874776, e-mail: bmills@essex.ac.uk). However, all applications must be made online.

This role will form part of a job share arrangement with another Business Analyst (Student Numbers) who works for 21.6 hours a week Monday, Tuesday and Thursday. Working days for this post are expected to be Wednesday and Friday, although this may be open to negotiation.

Please note that continuation of a job share arrangement is dependent on there being two people available to undertake the arrangement. Our Work Life Balance Policy provides more information job sharing arrangements https://www1.essex.ac.uk/hr/policies/docs/work-life-balance.pdf

People Supporting Strategy

Please find a link to the People Supporting Strategy.

http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.