Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15751</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Data Analyst</td>
</tr>
<tr>
<td>Reports to:</td>
<td>EECP, Programme Manager</td>
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<tr>
<td>Salary:</td>
<td>£33,199 to £39,609 depending on knowledge and experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>G7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract until 31st July 2020</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>Midday on 26 March 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Short Application Form along with Covering Letter and CV.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>2</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>PMO Analyst, Gail Oliver – <a href="mailto:gail.oliver@open.ac.uk">gail.oliver@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

Background

As a strategic priority EECP has a business plan to sustainably deliver and embed the institutional strategy and the cultural change required to enable the OU strategic aim: to increase the number of students achieving positive personal and career development outcomes.

This role will provide data analysis expertise to some of the seven work streams underpinning activity in relation to the EECP programme and supportive work within the Careers and Employability Services team.

Role Summary

The Analyst will be responsible for the provision, preparation and analysis of management information in support of EECP Strategic projects whilst working closely alongside colleagues in Careers and Employability Services (CES) and the Strategic Information Office (SIO) to understand the complexities of OU data. This analyst will play a key role in supporting the EECP programme and its projects with providing evidence based analysis to inform needs and priorities over the course of the programme and in addition, helping establish sustainable solutions for employability quality assurance in the long term.

We are looking for an analyst who will bring rigorous data analytics skills, business problem-solving abilities, and a commitment to professional development. This role involves extensive quantitative data analysis and manipulation. In particular, we are seeking candidates who are able to apply fresh, innovative ways of thinking and working to the opportunities and challenges facing the university. Strong knowledge of analytical tools such as SAS are essential as are strong Excel skills.

Main duties

1. To support the objectives of the EECP strategic projects by undertaking research and analysis on University data and present findings to senior team members.
   - Working on and analysing data from surveys particularly the Destinations of Leavers from Higher Education survey, the new Graduate Outcomes survey and the internal Employability of Qualifiers Survey
   - Investigating and analysing data relating to the Employment metrics on the TEF
   - Investigations into whether the correct student data is being collected and data already being collected is done so in the correct format
   - Translating the data and analysis into something meaningful for non-technical audiences

2. To support team activity by providing regular and rigorous data analysis on Key Performance Indicators and programme benefits.

3. To contribute to building and maintaining strong working relationships within Careers and Employability Service, the Strategy and Information Office and analysts across the university.

4. External/horizon scanning - E.g. seeing what other HEIs are doing in this strategic/data space.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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### Essential

1. Undergraduate degree or equivalent qualification with a strong mathematics and/or statistics element.

### Knowledge, work and other relevant experience

#### Essential:

1. Experience of data manipulation using SAS, SPSS or a similar analytical tool to prepare and analyse large datasets and a willingness to become proficient in writing SAS code.
2. Proven ability with spreadsheet tools; specifically Excel.
3. Ability to work across multiple IT systems generally.
4. Experience of data analysis and of presenting the results of data analysis.
5. Developing high quality outputs and presenting findings to senior team members within EECP, EECP steering group and where necessary VCE.
6. Proven ability in translating complex data specifications into usable datasets.

#### Desirable:

1. Experience of programming with SAS.
2. Knowledge of higher education statistics.
3. Familiarity with statistical techniques and their application in a business environment.

### Personal abilities and qualities

#### Essential:

1. Ability to work collaboratively as part of a team and to work independently using own initiative.
2. Confident in working with raw data and skilled in managing, interpreting and evaluating activities using qualitative and quantitative data.
3. Ability to produce clear written reports, to contribute to informal and formal discussions and presentations, and to deal effectively with internal and external customers at all levels.
4. Experience in developing and maintaining effective working relationships across all units, project and development initiatives and with academic, technical, administrative and external colleagues.
5. Ability to work under pressure, prioritise work and deal with unforeseen issues.
6. Excellent IT skills generally and the ability to use software packages.
7. Excellent organisational skills including the capacity to prioritise completing demands and to manage a range of duties, often delivering to tight deadlines.
8. Willingness and ability to embrace new ideas develop new skills and adapt to changing situations and requirements.
9. Knowledge of and commitment to equal opportunities.
10. Excellent attention to detail in both language and data.
Desirable: 11. Knowledge of SAS VA, Tableau or Power BI would be advantageous.

4. Role specific requirements e.g. Shift working

5. About the unit/department

Enhanced Employability and Career Progression (EECP) is a University Strategic Priority. EECP is a programme of work that will sustainably deliver and embed the institutional strategy and the cultural change required to “increase the number of students achieving positive personal and career development outcomes.”

This priority is core to the University’s mission statement to facilitate student success through personal and intellectual development, and by enabling students to build the specific skills, experience and knowledge to progress in their career intention.

6. How to obtain more information about the role or application process

If you would like to discuss the details of this role further or ask any questions to clarify your understanding of it before making an application, please contact Leanne Daniels on 1908 659858 or email: leanne.daniels@open.ac.uk

If you have any questions regarding the application process please contact: resourcing-hub@open.ac.uk

The application process and where to send completed applications

Please ensure that your application reaches the University by: Midday 26 March 2019

Post it to:

Resourcing Hub
The Open University
Walton Hall
Milton Keynes
MK7 6AA

Or e-mail your application to: Resourcing-hub@open.ac.uk

7. Selection process and date of interview
The selection process for this post will include Exercise and Interview.

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.