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>14744</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>HESA Data Futures Developer</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Lead Analyst/Developer (HESA Data Futures)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£33,199 - £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 for 2 years</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday 9 October 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Full version and covering letter detailing how you meet the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Strategy-Info-Recruitment@open.ac.uk">Strategy-Info-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
Role Summary

The Developer will work with colleagues in the Strategy and Information Office (SIO) to redevelop the systems used to manage the preparation of the University’s statutory returns to the Higher Education Statistics Agency (HESA) to meet HESA’s new requirements (Data Futures) from 2019/20. The developer will be involved in the design, build, test and implementation phases of the project in accordance with technical and quality standards.

Duties

- Contribute to concepts, specifications and designs for the SIO HESA Data Futures project.
- Design, build and test software components in accordance with the SIO HESA Data Futures specifications, designs and standards using a variety of programming languages and tools.
- Provide technical expertise within a small development team.
- Perform unit, integration, system and operational testing.
- Champion common approaches and re-usable code.
- Apply appropriate project management and systems development methodologies.
- Engage with HESA and with other HE providers in the Data Futures pilots to share approaches.
- Provide support for ad hoc requests for information and liaison with other units to meet their needs for information and analysis.
- Undertake other duties, as required, within the Strategy & Information Office.

Key perks of the job

This is a great role that needs a great person. In return, you will be:

- Encouraged and supported to grow and develop in your career;
- Making a difference for the Open University with its important mission and its fantastic students;
- Working alongside talented and supportive team-mates;
- Enjoying our beautiful, green campus environment and its facilities; and
- Balancing work and life with an almost-unbeatable holiday allowance.
### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential:** Undergraduate degree (or equivalent) with strong engineering, mathematics or computing elements.

**Desirable:** Recognised training in computer programming.

#### Knowledge, work and other relevant experience

**Essential:**
1. Recent, demonstrable experience of developing in languages such as SAS, Python, SQL, XML.
2. Experience of relational database connectivity (Oracle, SQL Server, etc.) and transaction processing.
3. Experience of object-oriented programming concepts and techniques.
4. Familiarity with rapid prototyping and more structured systems development techniques.
5. Proficient with Microsoft Office tools.

**Desirable:**
1. Knowledge of cloud-based technologies.
2. Knowledge of HE systems and data.
3. Experience of using SAS or similar statistical package.
4. Unix/Linux experience (basic commands)

#### Personal abilities and qualities

**Essential:**
1. A self-starter, being able to rapidly transfer development skills across platforms and programming languages.
2. Aptitude for careful analysis and systems development, striving for highest level of product quality.
3. Work to high personal standards of accuracy, own issues and see them through to resolution.
4. Able to work under pressure to manage competing demands for time and to meet demanding deadlines.
5. Able to communicate appropriately with peers, business colleagues, internal and external stakeholders, and managers.
6. Committed to ongoing learning and personal development.

### 4. Role specific requirements e.g. Shift working

None.
5. About the unit/department

The Strategy and Information Office is led by the Acting Director of Strategy and is part of the Commercial and Strategy portfolio within the University. The Strategy and Information Office plays a critical role in enabling others to be successful in supporting The Open University and its students by:

- Having a fit-for-purpose strategy that is understood and supported by the organisation;
- Improving The Open University’s ability to make the right change, and make the change right; and
- Making data and insight a source of competitive advantage for the University, for the benefit of students.

The Data and Insight function within the Strategy and Information Office currently provides information and analysis to all parts of the University and to our external customers. Information is regularly provided on student recruitment, module and qualification completion and retention, and institutional performance. We prepare and submit the University's statutory returns for student, staff and student-related research data and play a key role in the University’s financial and operational planning through the generation of student recruitment projections and targets.

Much of our work is concerned with the cycle of strategic and operational planning and in supporting business development within the University:

- A five-year student recruitment forecast and the setting of annual student number plans for a range of internal purposes including income and expenditure modelling and operational planning;
- Monitoring student numbers (at registration and at completion) against funding requirements for each nation;
- Reports of actual students numbers and a one-year student number forecast, updated monthly, to support financial and operational management;
- New analytical tools to help improve the experience of enquirers and students;
- Supporting operational colleagues to target interventions through predictive analytics.
- Preparing and submitting the annual individual student and staff records to HESA and the range of student-related returns made to funding agencies;
- Providing authoritative information on student numbers for a range of internal reporting and monitoring purposes, including information for publicity purposes and for institutional dashboards.

We also use our skills in managing data and in SAS and statistical techniques to provide a general analytical service, including:

- A web facility to enable users to produce statistical summaries of student data;
- Reports and analysis in specific areas; for instance on Widening Participation.
- Advice, access to datasets and support for other users wanting to undertake analysis;
- A service responding to queries from around the University for statistical information and analysis;
- Development of new tools to improve the use of management information, with current projects concerned with the further development of a data warehouse approach to data management and the adoption of SAS VA as a visualisation tool.

There are currently approximately 65 staff in the Strategy and Information Office, divided between the unit’s core functions of Strategy, Change and Data and Insight.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Chris Nicholls, Lead Analyst/Developer SIO, email: chris.nicholls@open.ac.uk.

If you have any questions regarding the application process please contact Sheila Mace on 01908 655088 or email: Strategy-Info-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Midday 9 October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>You should enclose:</td>
<td></td>
</tr>
<tr>
<td>• A covering letter, clearly indicating how you believe you meet the person specification. Please ensure you provide relevant examples as evidence to support your statement on no more than two sides of A4.</td>
<td></td>
</tr>
<tr>
<td>• Your completed application form (long version).</td>
<td></td>
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</table>

Post it to:

Name/Job title: Sheila Mace, Recruitment Co-ordinator

Department/Unit: Strategy and Information Office

Address: Wilson B block, 3rd floor

The Open University

Walton Hall

Milton Keynes

Post Code: MK7 6AA

Or e-mail your application to: Strategy-Info-Recruitment@open.ac.uk

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Judith Dutton, Head of Returns</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Chris Nicholls, Lead Analyst Developer (HESA Data Futures), SIO TBC</td>
</tr>
</tbody>
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The interviews will take place on: 26 October 2018
<table>
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<tr>
<th>The selection process for this post will include</th>
<th>To be confirmed in the invite to interview letter</th>
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</table>

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.