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>14897</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Business Analyst, Data Governance</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Data Strategy and Governance</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 to £38,833 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>Permanent</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 8 August 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>
2. Summary of duties

This is a new role within the Strategy and Information Office and offers an opportunity to help improve the quality of data used in The Open University as we seek to improve data capability across the organisation. The post holder will work in a small team within the Data and Insight function of the Strategy and Information Office and will collaborate extensively with other areas of the university to reach agreement on shared data and approaches. The role requires a good level of technical knowledge and understanding but is primarily a business role.

The main duties of the role are:

- Consulting with users and stakeholders in order to gather and understand business drivers and requirements for high-priority derived data;
- Formulating proposals for an institutional version of key derived fields and metrics, with reference to stakeholder and statutory requirements;
- Liaising with stakeholders to promote the proposed institutional versions in order to secure approval, and supporting stakeholders in the adoption of revised definitions or approaches;
- Working in collaboration with the IT department to deliver changes to the data landscape, for example the implementation of amended data definitions or the consolidation of datasets to improve consistency;
- Working with the Data Governance Support Manager to develop and maintain a library of data definitions in the short term, and in the longer term, working with colleagues in IT to populate a data dictionary;
- Supporting the development and roll-out of data governance through analysis and documentation of data fields within a data domain;
- Carrying out other analysis of data held in analytical data stores in order to address issues or support improvements to data quality; and
- Supporting the Head of Data Strategy and Governance in increasing understanding of data capability and governance across the university, contributing to presentations and events as needed.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Degree or equivalent professional qualification, and demonstrable and proven track record in business analysis.
### Knowledge, work and other relevant experience

**Essential:**

1. Recent practical experience of requirements analysis and detailed data specifications.
2. Proven knowledge of techniques for requirements definition and process analysis.
3. Experience of working with multiple business partners to bring about process change.
4. Knowledge of current data protection legislation and an ability to translate its principles into solutions.
5. Experience of communicating technical concepts clearly to a non-technical audience.

**Desirable:**

1. Experience of working with SAS, SPSS or similar analytical tool.
2. Experience of impact analysis within a data environment.
3. Experience of establishing or working within an effective data governance framework.
4. Experience or understanding of logical data modelling and data dictionaries.

### Personal abilities and qualities

**Essential:**

1. Positive and proactive, with a desire to learn and innovate.
2. Ability to quickly understand business issues and problems, and take a logical problem-solving approach to their resolution.
3. Influencing and negotiation skills to balance and resolve the potentially conflicting requirements of stakeholders at all levels of the organisation.
4. Ability to work collaboratively as part of a team, and to work independently using own initiative.
5. Strong communication skills, including the ability to communicate effectively with senior stakeholders.
6. Attention to detail.

**Desirable:**

1. Experience of working in a Higher Education or similarly regulated environment.

### 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 on student numbers and institutional performance, including module and qualification completion and retention. 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.

The team’s remit has recently extended and the data governance function sits within this extended remit, which includes:

- Development of and support for a data governance framework for the University;
- Contributing to the definition of an analytics platform to support the strategic direction of the University;
- Supporting the development of data capability and data skills in all areas of the University.

There are currently approximately 50 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 Rebecca Ward on 01908 654977 or email: Rebecca.Ward@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 8 August 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Sheila Mace, Recruitment Co-ordinator</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Strategy and Information Office</td>
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</table>
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Rebecca Ward, Head of Data Strategy and Governance</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>16 August 2018</td>
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<tr>
<td>The selection process for this post will include</td>
<td>An interview and a task to be completed on the day of the interview.</td>
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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.