Job Description – Statistical Analyst

Data and Student Analytics, CIO Portfolio

About the Role

The role sits in the Statutory Reporting Analytics team which is responsible for developing, implementing and maintaining data processes used to produce the University’s key statutory institutional returns to HESA and the UK funding agencies. These data returns are used by sector agencies to generate key performance indicators and metrics used in external assessment exercises such as the Teaching Excellence and Student Outcomes Framework (TEF).

The Statistical Analyst will work with the Senior Statistician in the Statutory Reporting team to monitor performance indicator and benchmarking methodologies used at sector level and develop internal benchmarking methods that are aligned. The role holder will also support analysis of the impact that internal systems changes might have on data required to meet the university’s statutory reporting compliance.

Key Responsibilities

- Contribute to the development of coherent and relevant analytical frameworks which deliver actionable insight in support of statutory reporting requirements.

- Carry out robust statistical analysis using a range of data sets, including both qualitative and quantitative data, and interpret findings to present appropriate conclusions or report/dashboard outputs.

- Bring together the output from analysis into simple and persuasive stories and present these in visual reports (slide-decks or written) or dashboards.

- Engage with stakeholders across the University to understand reporting and data analysis needs.

- Produce dashboards which are fit for purpose and provide insight and narrative with recommendations to the end-users based on data and to support reporting to management groups.

- Evaluate and, where appropriate, constructively challenge requests for data and analysis from stakeholders and suggest additions or improvements.

- Provide training, briefing and guidance on the use of reports, dashboards and tools to enable users to self-serve.

All staff are expected to:

- Take a proactive approach to work and be flexible and adaptable to meet the changing demands of the work and the University.
• Pay close attention to detail in all aspects of work to ensure a high standard of output
• Ensure that all relevant data protection, information security and data retention policies are adhered to.
• Undertake any other duties which may reasonably be required
• Demonstrate a strong commitment to the principles and practice of equality and diversity

Skills and Experience

• Undergraduate degree / equivalent, or work experience at a comparable level, in a subject with a strong mathematics or statistics element
• Strong practical ability to manipulate and analyse large and complex datasets (using SAS, SQL, R, Python or equivalent)
• Proven ability to understand business questions and contribute to the development of a coherent analytical framework which delivers insight into performance
• Experience of applying statistical analysis to complex data from a wide range of sources including both qualitative and quantitative data and interpreting outputs appropriately
• Ability to tell simple and persuasive stories using complex data or analysis aimed at a variety of stakeholders, including non-technical audiences, through effective visuals (using e.g. MS PowerPoint) or dashboards (using e.g. Tableau, MS Power BI or similar tool)
• Excellent team working skills, with the ability to collaborate in multi-functional teams with other analysts, project managers and subject matter experts
• Excellent communication and presentation skills, both oral and written, with the ability to interact effectively with all levels within the organisation
• Able to work independently, prioritise workload, work well under pressure and respond to change in a flexible and positive manner
• Strong working knowledge of using Microsoft Office applications and specialist data visualisation applications to create visually impactful presentation of data analysis