



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Data and Policy Analyst (0.8FTE)

Department/Division: Academic Registrar's Division: Widening Participation
Accountable to: Head of Widening Participation

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Knowledge of issues associated with widening participation in higher education	E
	A broad understanding of equality and diversity issues	E
	An ability to develop both a comprehensive understanding of the issues, processes and procedures in your area, and a good general understanding of other service areas.	E
	Experience of managing, manipulating and analysing large datasets using appropriate software such as Excel, Tableau, SPSS and/or Stata	E
	Experience of working with data and reports in a CRM or similar database	E
	Experience of developing and maintaining oversight of business processes such as data cleansing	E
	Experience of conducting quantitative and qualitative data gathering and analysis, using relevant methods and software packages as appropriate	E
	Knowledge of the Data Protection Act 2018 and the General Data Protection Regulations (GDPR)	E
Experience of SITS or a similar student records system	D	



	Experience of data processing tools such as Alteryx	D
	Postgraduate qualification in research methods or similar	D
	Experience of working in, or with, one or more higher education institutions	D
	Experience of working with children and/or young people on outreach activities	D
	Knowledge of child protection and safeguarding	D
Communication	Excellent oral and written communication skills	E
	Proven ability to understand and convey (both in written and oral form) highly complex information in a clear and effective manner to people at all levels, including staff, current and prospective students, their parents/carers and school/college staff	E
	Outstanding attention to detail and accuracy	E
	Proven ability to collate, analyse and present information and data for reporting purposes	E
Teamwork and Motivation	Ability to work as part of a small and agile team	E
	Ability to work with team members to agree and negotiate deadlines for delivering work or outputs	E
	Experience of servicing committees, working groups and/or panels	E
Liaison and Networking	Proven ability to build internal networks, and to effectively and accurately exchange information with them	E
	Proven ability to ensure that all relevant stakeholders and colleagues are kept informed and updated.	E
	Proven ability to maintain and initiate new networks and communication channels	E
	Experience of liaising with external contacts (for example partner schools, other universities, funding bodies) and to develop new contacts as required	E
Planning and Organising Resources	Experience of project management, including planning and implementing project objectives	E



	<p>Proven ability to plan, prioritise and organise day to day work in accordance with deadlines and agreed objectives</p>	E
	<p>Proven ability to work under pressure and to prioritise time effectively</p>	E
	<p>Experience of managing and delivering work for multiple stakeholders ensuring delivery is on time and to budget</p>	E
Initiative and Problem Solving	<p>Proven ability to make constructive operational recommendations to the post's line manager and other senior staff for the improvement of current policies and/or the development of future work</p>	E
	<p>Proven ability to use initiative and judgement to solve day-to-day problems with flexibility and timeliness</p>	E
	<p>Experience of identifying and resolving issues which arise in project planning and implementation</p>	E
	<p>Ability to anticipate problems and take action to mitigate their impact</p>	E
Investigation, Analysis and Research	<p>Proven ability to identify areas where data gathering and/or analysis is required and undertake as necessary</p>	E
	<p>Proven ability to evaluate interventions and make recommendations for improvements and developments on the basis of qualitative and quantitative data</p>	E
Other	<p>Flexibility to work outside regular working hours from time to time</p>	E
	<p>All applicants should be aware that successful applicants to the post will be required to complete an enhanced Disclosure and Barring Service (DBS) check, including a check as to whether the applicant is barred from working with children. We have the right to refuse or withdraw an offer of employment on the grounds of a conviction shown within the DBS check process.</p>	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.