



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Data and Policy Analyst

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

### Job Summary

The Academic Registrar's Division (ARD) seeks to appoint a Data and Policy Analyst to work with its Widening Participation (WP), Admissions and Student Marketing and Recruitment teams. Based within the Widening Participation Team, the post-holder will support these functions to ensure their policies and decision-making are continually evidence-informed by: collating and analysing data; maintaining data-related processes; and running research activities that support the School's work to widen participation across the student lifecycle (access, student success and progression). These are detailed in LSE's Access Agreements/Access and Participation Plan and support commitments to equity, diversity and inclusion within LSE's Strategy 2020.

Key responsibilities within this role include (but are not limited to)

- Maintain oversight and responsibility for the annual collection, collation and quality assurance of data about participants on pre-entry Widening Participation projects, including keeping auditable records for the annual monitoring return.
- Work with colleagues across the School to ensure data and analysis around access, success, progression and outcomes are available and used to shape interventions or activities to support students pre and post entry to higher education contributing to the whole student lifecycle agenda.
- Working with the Head of Widening Participation, devise and implement the annual research strategy, including shaping original research projects around a key theme and, where appropriate, commissioning and managing delivery of these projects.
- Support the ongoing implementation of the WP Salesforce CRM within team processes and activities, including work to develop appropriate standard reports for marketing and reporting.
- Maintain LSE's wider reputation for research and analysis on widening participation and related equity diversity and inclusion issues, including collaborating with external partners to deliver research outcomes.
- Review and update the evaluation framework and support WP team members in effectively evaluating the activities they deliver.
- Ensure the Widening Participation Team is compliant with statutory and LSE policies around data protection.



## **Duties and Responsibilities**

### **Communication**

- Develop and share key messages from LSE's research, data and analysis for use within the WP team, within LSE more widely and externally, for both specialist and non-specialist audiences
- Work with the Head of Widening Participation to scope and shape analyses that speak to key organisational and sector priorities
- Write briefings and reports on Widening Participation research activities, and supply copy for internal and external publications
- Liaise with prospective, current and past undergraduate students to arrange research activities (e.g. surveys, focus groups) in line with LSE's Safeguarding and Data Protection Policies.

### **Teamwork and motivation**

- Liaise with WP team members to identify deadlines and requirements to collect and reconcile data from concluded cycles and to establish evaluation processes for future cycles
- Where necessary, attend/stand in for colleagues at other meetings or working groups within the ARD/School and report back to the team as appropriate
- Support the team to fulfil their responsibilities to cleanse data under the General Data Protection Regulations, in particular at the end of each academic year cycle
- Provide data to support the completion of LSE's annual access agreement/access and participation plan development and monitoring return

### **Liaison and networking**

- Work with key stakeholders in other LSE departments such as Admissions, Student Marketing Recruitment, ARD Systems and Planning, using evidence and data to review targets, benchmarks and KPIs around widening participation
- Support the handover of on-course student data analysis to colleagues elsewhere within LSE
- Work with colleagues in data collection and data protection to ensure the WP team has access to the data it needs and is fully compliant with LSE policy and legislation
- Work with colleagues in ARD Systems to specify and design standard reports for WP team including for marketing and monitoring activity
- Attend external meetings e.g. AccessHE Research and Evidence Forum, HEAT user forums, and stand in for the Head of Widening Participation when appropriate/necessary
- Sit on and, where relevant, co-ordinate advisory groups for externally-commissioned projects
- Maintain awareness of research and data activities elsewhere in LSE to ensure Widening Participation is considered in such activities
- Keep up to date with internal and external developments around data protection and processing and WP evaluation, sharing knowledge/expertise wherever needed

### **Planning and organising resources**

- Ensure timely collection, collation and analysis of data at appropriate points within the project cycle
- Plan own workload to ensure support can be provided across the team while delivering core outcomes around research and evaluation
- Maintain accurate and replicable records of data extraction, processing and analysis
- Maintain contracts and relationships with key external data suppliers (e.g. HEAT, Acorn, UCAS) to ensure their product continues to meet LSE needs

### **Initiative and problem solving**

- Identify and resolve day-to-day issues which arise in the planning and delivery of research and evaluation activities



- Identify issues and risks in data processing which need to be escalated and where needed escalate these usually with reference to the Head of Widening Participation.
- Identify opportunities to improve systems for processing, managing and analysing data used by the WP team

#### **Investigation, analysis and research**

- Working with the Head of Widening Participation, develop and implement the annual Widening Participation Research Strategy
- Produce high-level analysis of the annual participation data and evaluation responses, including trends in participation over time, to support improvements to WP activities.
- Maintain LSE's engagement with external activities, commissioning research where appropriate in order to build the evidence base around key widening participation agendas.
- Undertake analysis of internal and external datasets to help identify the value of further targeted student recruitment marketing, admissions and widening participation strategies and activities.

#### **Knowledge and experience**

- Have knowledge of UK higher education and current widening participation issues, and keep informed of developments and changes in WP and EDI
- Have knowledge of a range of research and evaluation techniques as well as identifying and exploring new models where these might be more appropriate to specific work.
- Experience of working with large datasets using different software packages.

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.

#### **Disclosure and Barring Service (DBS) check**

All applicants should be aware that successful applicants to the post will be required to complete an enhanced 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.