



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 Reporting Lead (Course Selection and Timetabling Change Programme)

Division: Data and Technology Services (DTS)

Accountable To: Programme Manager (Course Selection and Timetabling Change Programme)

Job Summary

LSE is undertaking a significant change programme to address current issues with the systems, processes and operating models that support curriculum management, course selection and timetabling. The programme vision is for access to all LSE's academic programmes through course selection and timetabling to be fair, efficient, consistent, and reliable.

The programme comprises separate projects (Curriculum Management; Course Selection; Timetabling - collectively known as CST) together with an overarching workstream to ensure that end-to-end processes and services are well-designed and cohesive, to coordinate change management activities, and to support the provision and use of data and management information across the projects.

As part of this overarching workstream a small data team is being created to:

- Document the as-is data and system architecture.
- Develop outline models for the to-be architectures.
- Support and contribute to the RFP process for new systems.
- Profile and analyse existing CST data.
- Establish a methodology and plan for CST data migration.
- Implement data governance practices including management of data quality.
- Improve the availability of management information and operational data to support planning and decision-making across the School.
- Assist with quantifying benefits and improvements in student and staff experience of CST.

The Data and Reporting Lead will provide expert advice and direction in shaping and leading this work, including line management of two Data Analysts. They will work closely with programme and project governance to plan and communicate the approach and standards for data and reporting across the projects, ensuring that work is joined up and jointly contributes to achieving the programme vision and benefits.

Main Duties and Responsibilities

Understand and document the current state

Work with the DTS Strategy and Architecture Team, technical experts, and other SMEs to:

- Develop a sufficient understanding of the systems used for Curriculum Management, Course Selection and Timetabling (CST), and the data that these systems generate and use.



- Document the as-is system and data architectures at a logical and physical level, to enable change to be planned with confidence.
- Become familiar with data quality issues in the current CST data.
- Understand and document the management information dependencies involving CST data.

Contribute to the design and implementation of the future state

- Assist with the design of to-be system and data architectures in line with School architectural principles, data and technology strategies, and the programme vision.
- Support the procurement and introduction of new systems, including early market engagement with suppliers and contribution to the RFP process, in particular defining data and reporting requirements.
- Engage with programme stakeholders to ensure that requirements for management information and operational data within the separate projects are coordinated and harmonised.

Data management, reporting, and governance

Work with the CST Senior Data Analysts to:

- Profile existing CST data to understand its format, coverage, and quality.
- Assess what data can be archived or purged and what needs to be retained or migrated.
- Define an approach and create mappings and transformations for data migration.
- Validate business processes and rules, through data analysis.
- Develop reporting and analyses as required to meet the objectives of the programme.
- Ensure that outputs are produced in appropriate formats, to the required standard, and are made available as needed.

Work with the Data Governance Manager and other SMEs to develop and implement:

- Definitions for CST data that are aligned with the LSE data glossary.
- Data standards.
- Data governance principles and processes.
- Data management, audit, and retention principles.

Planning and organisation

- Plan, prioritise, and organise own workload and the work of the CST Data Team.
- Produce estimates of the time, effort, and resources required to meet team objectives.
- Work with project managers to create and progress work packages and definition documents to enable work to proceed effectively and efficiently.
- Define an approach and create plans for the migration of CST data to new systems, including UAT and quality assurance.

Communication and engagement

- Provide clear and effective communication about the activities of the CST Data Team, including presentations to a range of audiences.
- Engage with programme stakeholders to understand and resolve data-related issues and provide expert advice as required.
- Identify any new policies, or changes to existing policies that may be required to support the maintenance or management of CST data.
- Identify any relevant training requirements and work with the programme and project managers to define approaches to meeting these.

Liaison and line management

- Develop and maintain relationships with key stakeholders across the School and where relevant with external organisations to share knowledge and identify solutions to problems.



- Liaise with the ARD Systems Team, DTS and other colleagues as required to deliver the work of the CST Data Team in line with LSE policies and procedures.
- Actively participate in the Data Standards Group and the Data community of practice.
- Provide line management and technical direction to two Data Analysts ensuring work is prioritised and conducted according to defined standards.

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.