

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title:	Senior Statutory Returns Analyst
Salary:	Competitive starting salary from £36,072 to £41,001 per annum (dependent upon experience) with the potential to progress. A Discretionary range for candidates with exceptional experience Can be discussed/considered.
Mode:	Permanent, Full Time
Reference:	3875

2. JOB DESCRIPTION

.1 Purpose

The statutory returns team will ensure the Group's adherence to relevant statutory requirements and regulations whilst enhancing and maintaining a robust data governance framework that facilitates a positive shift towards clearly defined standards and procedures for data management. The team will identify opportunities for continuous improvement in compliance processes and data governance practices. Implement enhancements to ensure ongoing effectiveness and adaptability, all whilst working to promote data as a valuable asset and optimising its utilisation.

.2 Main Duties and Responsibilities

To actively contribute to the meticulous preparation of the Groups mandatory student data-related returns, including but not limited to HESA Data Futures, ILR (Individualised Learner Record), ITT (Initial Teacher Training), AOR (Annual Operating and Financial Review), and HESES (Higher Education Students Early Statistics) returns.

To ensure that all mandatory student data-related returns are accurate, compliant and delivered in a timely manner.

To support any work related to ensuring consistency between mandatory student data-related returns. Identify and address any discrepancies, streamline processes, enhance data accuracy, and contribute to the overall integrity of the Group's reporting framework.

Support the Statutory Returns Manager in distilling complex technical specifications for a non-technical audience and provide insight and expert advice to other staff within the Group in relation to the structure and content of relevant datasets that support institutional reporting. This will include ensuring data is acknowledged as an asset and where data quality issues exist resolutions are explored.

To undertake data collation, manipulation and analysis of large and complex datasets using a range of software packages and Extract Transform and Load (ETL) tools. Additionally, this role requires the ability to provide valuable insights derived from the data analysis,

contributing to a more comprehensive understanding of strategic planning initiatives and enhancing the decision-making process within the team.

To analyse and present complex information relating to the Group and the wider Higher Education sector. This will include the creation and dissemination of timely outputs that are tailored to meet the needs of the target audience.

To develop accurate statistical and predictive models to support forecasting and trend analysis, incorporating appropriate data sources and methods that contribute to data driven insights across the Group.

Facilitate the timely analysis and development of the relevant key performance indicators to optimise the Group's strategic positioning. Identify opportunities for growth and areas for improvement to enhance overall performance.

Collaborate extensively with various stakeholders to comprehend, collect, and document reporting and insight needs.

To build and maintain relationships with external stakeholders, government bodies, industry partners, and other educational institutions.

Actively strive to improve the data literacy of colleagues and pinpoint possibilities to leverage reporting software tools and data resources for the Group's advantage.

To understand the on wards use of data and to proactively seek opportunities for improving the strategic utilisation and comprehension of data assets and reporting systems within the higher education environment.

Undertake a range of project-related work. Using appropriate project development methodologies.

Represent the Strategic Planning and Insight Office within the area of responsibility.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

.3 Supervision Received

Responsible to the Statutory Returns Manager

.4 Supervision Given

None

.5 Contacts

Staff in Colleges/ Schools, Finance, People Team, Estates, Digital Services and other appropriate Business Areas across the Coventry University Group
External agencies and other educational institutions

3. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education/ Qualifications</i>	Qualified to degree level or substantial relevant experience.	A relevant postgraduate qualification or professional qualification
<i>Experience (Paid and Unpaid)</i>	Proficiency in the production, interpretation, and reporting of complex data, preferably within the Higher Education (HE) sector. Ability to extract meaningful insights from the intricate datasets, contributing to informed decision-making within the context of higher education dynamics. Demonstrable experience of using a range of data analysis and Extract Transform and Load (ETL) tools. Proven proficiency in developing predictive/statistical models and interpreting their outcomes Strong knowledge of various administrative software packages, particularly databases and advanced Excel functions Extensive experience in effectively communicating complex analysis outputs to diverse audiences using various methods (reports, presentations, etc.) and visualisations through appropriate software Experience of project-based activities.	Experience of working in a Higher Education environment. Experience of Tableau Business Objects, Alteryx or Tableau Prep. Experience of statistical methods and packages (SPSS, R, NVIVO) to support quantitative and qualitative analysis. Experience of SQL.

<i>Job-related skills/ Aptitudes</i>	Exceptional methodical, organisational, and analytical skills with a robust problemsolving capability. Strategic thinker adept at utilising data to inform decision-	
	making. Proficient in identifying and resolving business challenges through data analysis Commitment to ethical use of data and adherence to data privacy regulations Strong communication skills, capable of clearly conveying complex outcomes to nontechnical stakeholders Accurate and organised under pressure, demonstrating excellent organisational skills. Self-sufficient and proactive team player, collaborating effectively across teams. Capable of managing and delivering a demanding workload Ability to work to tight deadlines and adept at handling changes to priorities	
<i>Interpersonal Skills</i>	Confident, motivated and organised approach to work. Ability to engage and communicate effectively with a range of people at all levels and in different contexts. Demonstrates proactive and innovative approaches Applies discretion and sensitivity in handling personal data and confidential information	

<i>Other Requirements</i>	Good personal organisation Ability to work flexibly and at appropriate hours to meet peak workloads.	
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