

EMWPREP DATA ANALYST – Fixed term until 31 July 2018

(East Midlands Widening Participation Research and Evaluation Partnership)

Job Ref: REQ16451

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

To provide analytical support to the EMWPREP Coordinator, Data Officer and colleagues working at partner institutions in the area of widening participation.

In all tasks use of initiative, problem solving skills, as well as tact and discretion are required. The post-holder will also be required to demonstrate flexibility by responding promptly and positively to regular interruptions to work flow.

Job Duties

- Extract, manipulate and analyse data, using Microsoft Access, Excel and specialist statistical software packages (e.g. SPSS, STATA) to help evaluate outreach activities, for example mentoring scheme, campus visits. This will also involve data cleaning and accuracy checking
- To work with colleagues to source data and agree robust methodology to target, track and monitor widening participation work.
- To produce and present relevant statistics, analyses, reports and presentations for colleagues in order to monitor widening participation activities and explain relevant trends.
- Assist in the extraction of data from the Monitoring and Evaluation Database to produce periodical reports containing analyses of the number, type and intensity of outreach activities, as well as responding to ad hoc data requests from partner institutions providing timely data to meet specific requirements. This will also involve data cleaning and accuracy checking.
- Help support the EMWPREP office on a day-to-day basis to ensure that it runs effectively and efficiently. This will include dealing with enquiries (telephone, email and post), making travel arrangements, maintaining paper based and on-line filing systems, and maintaining and updating the EMWPREP website and related social media.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post
- To ensure compliance with relevant University policies and procedures.
- Any other duties commensurate with the level of the post, as directed by the EMWPREP Coordinator.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the EMWPREP Coordinator

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage	
Experience	Experience of working in an office environment.	1,3	
	Experience of working as part of a team.	1,3	
Skills and abilities	Excellent organisational skills and ability to prioritise own workload and work under own initiative.	1,3	
	Excellent working knowledge of Microsoft applications, including Outlook, Word and Excel, and familiarity with statistical software (e.g. SPSS and Excel, or equivalent).	1,2,3	
	Experience of working with large databases and analysing complex data sets.	1,2,3	
	Excellent interpersonal (written, oral and presentational) and customer service skills.	1,3	
	Strong attention to detail, accuracy and ability to work to tight deadlines.	1,3	
	Ability to manage competing demands on time.	1,3	
	Able to deal with queries face-to-face, by telephone and in email.	1,3	
	Ability to handle personal/confidential information appropriately and with sensitivity.	1,3	
	Training	Demonstrate evidence of having undertaken further training.	1,3
		Adopt new procedures as and when required.	1,3
Willing to undertake training as necessary.		1,3	
Qualifications	A good first degree in a relevant discipline.	1	
Other	Commitment to the University's Equal Opportunities policy at all times.	1,3	
	Willingness to travel as required.	1,3	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3

The position is part time (24 hours per week) and fixed term until 31 July 2018. Salary will be on Administrative Services Grade 4, £19,273 – £22,912 pro rata at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Emma Church, EMWPREP Coordinator by email at E.Church@lboro.ac.uk or by telephone on (01509) 223462.

Applications

The closing date for receipt of applications is **7 August 2016**

Interviews will be held on **16 August 2016**.