

DATA ANALYST - EMWPREP

REQ190761

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

The East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP), based at Loughborough University, was formed in July 2011 in response to the cut in Aimhigher funding. The partnership (comprising of thirty-seven HEI, FEC and National Collaborative Outreach Partnership members) utilises data to effectively target learners for interventions, captures and stores learner data on a bespoke database, and deploys appropriate methods to monitor and evaluate the work of members aimed at widening access to higher education to students from under-represented groups

Job Description

Job Grade

Management and Specialist Grade 6

Job Purpose

EMWPREP are looking for a talented and enthusiastic individual with high level skills in data extraction and manipulation from a range of systems, excellent Microsoft Excel experience and the ability to analyse, report on and present data in an appropriate format for a specific audience.

The role will support our partners' needs for data analysis by providing high quality reports which will support planning and strategic decision making around widening participation initiatives.

The EMWPREP Data Analyst will be responsible for supporting a full monitoring, evaluation and tracking service to partners with a particular focus on providing quantitative data analysis. They will be required to ensure data acquired from a broad range of sources is analysed to meet the specific requirement of individual partners taking into account the current national context for education and in particular HE. This role will involve travel and scheduled meetings outside of the EMWPREP host institution.

Job Duties

- To extract, prepare and analyse raw data from the Monitoring and Evaluation Database to produce periodical monitoring reports on the progress, outcomes and impact of widening participation and outreach initiatives in relation to Access and Participation Plans (APP) and National Collaborative Outreach Programme (NCOP) using Microsoft Access, Excel and specialist statistical software packages (e.g. SPSS, STATA). Reports will contain analyses of activity and participant data and will also involve data cleaning, manipulation and accuracy checking.
- To undertake complex data analysis across multiple large datasets in order to investigate the impact of widening participation activities on student attainment and progression into higher education.

- To respond to ad hoc data requests from partners providing timely data to meet specific requirements and acting in an advisory capacity on general monitoring queries.
- To work with colleagues, both internally and externally, to agree robust methodology and the appropriate techniques to target, track and monitor widening participation work effectively and consistently across the Partnership.
- To support the EMWPREP Coordinator in liaising with relevant organisations, such as DfE, UCAS and HESA, on the provision and sharing of data.
- To produce and present relevant statistics, analyses, reports and presentations for colleagues in order to monitor widening participation activities and explain relevant trends in a clear, focussed and contextualised way
- To work with the EMWPREP Database Officer to provide input on the enhancement of monitoring methods within the EMWPREP database to optimise efficiency, effectiveness and quality of reports and data.
- To plan and organise own workload to ensure that all project requirements are met to strict deadlines.
- To use initiative, problem solving skills, as well as tact and discretion when undertaking tasks, and be able to demonstrate flexibility by responding promptly and positively to regular interruptions to work flow.
- To provide support and 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.
- To ensure all personal/confidential information is handled appropriately and with sensitivity.
- 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 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	Previous experience of working in a data analysis role	1,3
	Significant experience of working with large databases and analysing complex data sets	1,3
	Highly numerate with demonstrable experience of a range of quantitative and qualitative research techniques, including statistical analysis (e.g. summary statistics, parametric and non-parametric tests, regression analysis), research interviews, focus groups and observations	1,2,3
Skills and abilities	Excellent communication and inter-personal skills, including evidenced ability to write appropriately detailed reports and clearly present complex data findings to different audiences	1,2,3
	Excellent level of practical ICT skills. Proven ability to use SPSS, MS Excel (inc Power Pivot and Power Query) and MS Access	1,2,3
	Initiative, flexibility and the ability to adapt to a rapidly changing working environment and the needs of colleagues	1,3
	Proven ability to be proactive, prioritise tasks, learn independently, and solve problems	1,3
	Excellent time management skills including a proven ability to plan and organise own workload and work on a range of projects to meet tight deadlines	1,3
	Proven ability to work independently with minimal supervision and within a team setting	1,3
	Excellent attention to detail	1,2,3
	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	A willingness to undertake further training as necessary	1,3
Qualifications	Educated to degree level (or equivalent) or equivalent relevant experience	1,3
Other	A willingness to work flexibly according to the demands of the post	1,3
	Valid licence for driving in the UK and willingness to travel as required.	1,3
	Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times	1,3
	Commitment to the University's Equal Opportunities policy at all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in the higher education sector	1,3
	Awareness of and interest in issues relating to widening participation and HE sector policy in this area	1,3
	Experience of partnership working in a cross-sector context	1,3
	Experience of negotiating data sharing agreements with external organisations	1,3
	Experience of analysing complex HESA, DfE or UCAS data	1,3
Skills and abilities	Experience of using qualitative data analysis software	1,3

Conditions of Service

The position is **full-time** and **fixed-term** until 31 July 2021. Salary will be on Management and Specialist, Grade 6 from (£30,395 to £39,609 per annum) at starting salary to be confirmed on offer of appointment.

As the post-holder will be required to work with and handle personal data of young people, a satisfactory Disclosure and Barring Service (DBS) check (previously CRB checks) is required. For more information, please see <https://www.gov.uk/disclosure-barring-service-check/overview>

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grade 6 and above 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/>