Loughborough University

Strategic Planning Data Analyst

(Two positions available: one full-time, open ended and one maternity cover for 12 months or earlier return of postholder with a start date of March 2025.)
Job Ref: REQ241098

The Strategic Planning Team provides a broad range of services in support of the University's major planning functions. It works closely with staff across the University on planning and resource issues. Its responsibilities fall under three main headings:

- Development & delivery of University Strategy
- Support for the University Planning and Resource Allocation process
- Provision of accurate, timely and relevant management information.

Job Description

Job Grade: MA6

Job Purpose
You will be responsible for the extraction and analysis of a wide range of data for strategic planning and management information.

Job Duties
- Development and use of student, staff, research and finance data sets in support of the University's strategy, driven by Pro-Vice-Chancellors' (senior academic leads) priorities.
- To support the analysis of a wide range of external data linked to the delivery of University strategy.
- To support cross-institutional data analysis teams with the Lead Strategic Planning Analyst.
- To prepare and analyse of a range of management information required for strategic and operational planning purposes. This will include:
    - the development and analysis of bench-marked management information for planning purposes
    - the use of appropriate statistical techniques to analyse and interpret data as well as communicate trends and patterns effectively to School Senior Management teams and relevant professional services.
- To liaise with Schools and Professional Services about the range and nature of management information that is helpful to support their activities.
- To support, guide and advise staff beyond the Strategic Planning Office on the extraction and analysis of data to inform decision making.
- To support the Strategic Planning Analyst (Management Information) Lead in checking and analysing internal data informing the University's statutory returns.
- To provide support for specific projects as may be assigned by the Head of Strategic Planning Management Information and Strategic Planning Analyst Lead (Management Information).

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 Equity, Diversity and Inclusion 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 Strategic Planning Analyst (Management Information) Lead.

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	Previous experience of working in a data analysis role.	1/3
	Experience of working with large datasets	1/3
Skills and abilities	Practical IT skills, specifically advanced Microsoft Excel skills, including the use of pivot tables, v / x lookups, IF statements.	1/2/3
	Ability to code in SQL or similar (Python, Java etc)	1/2/3
	Ability to develop in Tableau BI tool or similar (Power BI, etc)	1/2/3
	Ability to conduct basic statistical analysis (Standard deviations, Z-Scores, correlations and rankings) and able to draw meaning from the results	1/2/3
	Ability to present and explain findings to a wide range of senior stakeholders, both verbally and written, including those who are non-data literate.	1/3
	Proactive and detail-oriented, with the ability to manage complex workloads and meet tight deadlines accurately.	2/3
	Able to work with minimal supervision and guidance and as part of a wider team as required	3
Training	Ability to quickly learn, master new skills, and adapt to changing environments.	3
Qualifications	Degree or substantial equivalent experience	1
Other	Commitment to observing the University's Equity, Diversity and Inclusion policy and empathy with the aims and objectives of the University.	1

Desirable Criteria: are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications all meeting the essential criteria.

Area	Criteria	Stage
Experience	Experience of working with data relating to university students, staff, employability, finance and estates	1
	Experience of working with data relating to Equity, Diversity & Inclusion and protected characteristics data.	1
Skills and abilities	Understanding of more advanced statistical techniques such as Chi square testing, regression analysis.	1

Conditions of Service

One position is FULL TIME and OPEN-ENDED and the second position is FULL TIME and FIXED-TERM maternity cover for 12 months or the earlier return of the postholder. Salary will be on Management and Specialist Grade 6, £34,866 to £45,163 per annum, 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 Staff Grade 6 and above, 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. In addition, the University is supportive, wherever possible, of flexible working arrangements. The University offers a wide range of employee benefits.

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: here)

Loughborough University is a diverse, equitable, and inclusive community. We are committed to enabling each employee to reach their full potential by fostering a culture of belonging and fair treatment.

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.