

Job Description & Person Specification

JOB DESCRIPTION

Job title	Statutory Returns Manager
School/Department	Strategic Planning
Location	Paisley
Reporting to	Data and Analytics Manager
UWS grade	6
FTE	1

Job summary

<p>Strategic Planning is a small team at the heart of the University, responsible for the development and deployment of business intelligence to inform institutional policy and performance.</p> <p>The postholder will lead the University's engagement with the Higher Education Statistics Agency (HESA) and will be responsible for the preparation and submission of the University's HESA Student Return. The postholder will lead the institutional preparations and implementation plan for the University's Data Futures statutory return to HESA and ensure that UWS seeks and delivers continuous improvements on submitting the required mid-year and end-year returns. The postholder will use their ability to build relationships to influence and will draw on their expertise of the requirements of the various statutory returns to inform and drive business change to improve processes across the institution.</p> <p>Alongside leading work on Statutory Returns with colleagues across the University, the postholder will also take responsibility for analytical tasks</p> <p>The postholder will be expected to maintain a strong external network and regularly represent the University at a senior-level in sector meetings. The postholder will require leadership experience, excellent written and verbal communication skills, attention to detail, ability to deliver under pressure and experience of good quality data analysis skills.</p> <p>The post has no management or budgetary responsibilities but the role will underpin and inform decision making across the university.</p>
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People & finance responsibilities

People	The postholder will have no direct management responsibilities but will be required to regularly delegate tasks to colleagues.
Finance	None

Key responsibilities

<ol style="list-style-type: none"> 1. Lead the preparations for the University's statutory returns to HESA, including the student, aggregate offshore, graduate outcomes and provider profile returns. The postholder will have extensive, expert knowledge of the HESA guidelines and data models (Data Futures

and archive) and will take responsibility for completing tasks they lead on to a high standard and to agreed deadlines.

2. The postholder will coordinate a group of senior colleagues across student systems and student administration to ensure UWS is in the position to submit an accurate, optimised HESA Data Futures Student Return by submission date.
3. Work to ensure that other statutory returns which have dependency on the HESA and SFC datasets, such as aggregate offshore, graduate outcomes, provider profile returns and the statistical returns to the Scottish Funding Council (SFC) are aligned with and informed by Data Futures.
4. Work closely with the Head of Strategic Planning, the Head of Registry, the Head of Admissions, stakeholders in Schools etc to determine which business processes need to be amended to obtain the necessary data for the HESA return, and use the opportunity streamline business processes where possible. The postholder will also work closely with colleagues involved in other HESA returns, including Staff, Finance, Research and Estates, to ensure that each of their returns is aligned and optimised to enhance business performance.
5. Examine the reporting processes across the University and ensure that outputs from the Data Futures model can be used to optimise the use of the institutional performance analytics to support effective, strategic decision making and optimise the standing of UWS.
6. Investigate and analyse the external environment to gain insight into approaches adopted to Data Futures at other institutions and introduce any changes which would benefit the organisation.
7. Contribute to the overall work of Strategic Planning as required by the Head of Strategic Planning and the Data and Analytics Manager, such as providing technical support, dashboard development, analysis and management information.

Job scope

Planning and organising	<ol style="list-style-type: none"> 1. The broad objectives of the post will be agreed with the Head of Strategic Planning and, within this context, the postholder will be expected to work autonomously and take independent action. 2. The postholder will plan and allocate the requirements that need to be delivered, over the short-medium term, considering the implication of actions now and in the longer term to ensure that the statutory deadlines are met. 3. The postholder will use considerable judgement to determine priorities and discretion to resolve conflicts to meet targets and deadlines, S/he will be highly organised and will have a flexible approach with exceptional time management skills and the ability to manage multiple projects simultaneously. 4. The postholder will require the use of expert knowledge and understanding of external guidance (particularly HESA and SFC) to ensure the University's legal compliance with reporting requirements.
Decision making	<p>The postholder will apply specialist expertise and use initiative and judgement to manage unforeseen situations to meet agreed requirements.</p>
Framework and boundaries	

Working relationships	<ol style="list-style-type: none"> 1. The post holder will work closely with the Data Analytics Manager on a day-to-day basis in setting and delivering a project plan for the delivery of a credible and optimised HESA returns. 2. The post holder will be expected to provide professional, expert contribution to internal and external meetings and facilitate consideration of different opinions and influence and negotiate with senior colleagues to achieve institutional outcomes. 3. External relationships are diverse across a range of external bodies, and range in nature. You will be expected to maintain a strong external network and to effectively represent the University in a range of formal and informal situations.
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PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	A degree or equivalent qualification	
Desirable	QD1 QD2		

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	Experience of assisting with the preparations of statistical returns to a regulatory body Experience of interpreting complex regulations and guidance Involvement in influencing decisions that have a strategic impact Experience of interrogating complex databases for example student record systems Experience of reviewing and analysing qualitative and quantitative data from a variety of sources with the ability to	

		<p>present results in the most effective formats to inform strategic planning</p> <p>Experience of assisting in managing complex projects within cross functional and technical area</p>	
Desirable	ED1 ED2	<p>Experience of working in the higher education sector</p> <p>Experience of assisting in the preparations of statistical returns to HESA</p> <p>Experience or awareness of optimising data for statistical returns within regulatory body guidelines</p>	

Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2 SE3 SE4	<p>Exceptional written communication, interpersonal and analytical skills, including the ability to synthesise, present and explain complex information quickly and accurately</p> <p>Experience of working in a policy and planning environment with a sound knowledge of the higher education sector</p> <p>The ability to develop effective networks and interact well with colleagues at all levels, both within and outside the university, and to maintain strong, productive relationships</p> <p>A sound understanding of the appropriate use of data to drive improvement</p> <p>Evidence of ability to research and solve expansive problems using initiative and creativity, and identify and propose both practical and innovative solutions</p> <p>Experience in data analysis and synthesis, use of statistical software packages, interpreting data and producing evidence-informed reports</p> <p>Knowledge of domestic league tables and an understanding of how HESA data is used to generate league table metrics.</p>	
Desirable	SD1 SD2	<p>The ability to develop effective networks and interact well with colleagues at all levels, both within and outside the University, and to maintain strong, productive relationships</p> <p>Evidence of identifying and proposing both practical and innovative solutions</p>	

Knowledge

			Evidence A = Application I = Interview
Essential	KE1 KE2	<p>Understanding of the appropriate use of data to drive improvement</p>	

Desirable	KD1 KD2	Knowledge of domestic league tables and an understanding of how HESA data is used to generate league table metrics	
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Behaviours

			Evidence A = Application I = Interview
Essential	BE1	Commitment and Enthusiasm	
	BE2	Flexible, adaptable approach	
	BE3	Continuous improvement attitude	
Desirable	BD1 BD2		

Created/Updated (mm/yy):	10/24
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