

**Academic Registry**

**Data Analyst – Learner Analytics Specialist**

**ZZ004050**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £25,457 - £27,806 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website: <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Data Analyst – Learner Analytics Specialist |
| **Faculty/Centre:** | Academic Registry |
| **Department/Service:**  **Location:** | Academic Management Information Division |
| **Position Reference No:** | ZZ004050 |
| **Cost Centre:** | 19675 |
| **Grade:** | 7 |
| **Responsible to:** | Mr Phil Lowe, Senior Registrar  Academic Management Information Division |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 25 May 2017 |

|  |
| --- |
| **Purpose of Job:** |
| To work with the project leads across five institutions and with key end-users to determine requirements for a Management Information Dashboard that is able to model and monitor the likely degree outcome for students based on key characteristics that can be presented in an clear and easy to use format, to ensure that key staff are able to utilise these dashboards. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. To work with the project leads across five institutions and with key end-users to determine requirements for a Management Information Dashboard that is able to model and monitor the likely degree outcome for students based on key characteristics that can be presented in an clear and easy to use format. 2. In fulfilling the above, to work with the Principal Business Intelligence Analysts and equivalent in designing and implementing the above dashboard, setting and using appropriate standards for data structures, design and quality. 3. To specify the content and frequency of data time sets necessary to underpin the Dashboard which meets the defined needs of key end-users. 4. Participating in functional testing. 5. Developing user manuals/guides for end-users. 6. Develop and deliver training of end users in use of the Dashboard. 7. To agree and review on a regular basis objective and priorities with the Senior Academic Registrar or equivalent. 8. Other duties as the Senior Registrar may reasonably require. |
| **Working Relationships (key individuals the job holder would be working with):** |
| Working with and supporting:  Senior Registrars in Academic Registry  Director of Planning  Project Leads across five institutions  Principle Business Intelligence Analyst  Programme Office  Information Services  Business Analysts and Application Development Staff in Information Services |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience in writing user-guides for end-users | D | AF,S |
|  | Previous experience in business analysis or some closely related activity gained from relevant employment in a UK HEI | D | AF,S |
|  | Knowledge of IT systems and student records systems used in University or College settings | D | AF,S |
|  | Experience of working directly with, including training, end-users of IT systems or data reports | D | AF,S |
|  | Good working knowledge of business processes involving student administration in a UK HE context | D | AF,S |
|  | Knowledge of how to systematically analyse and identifying meaningful trends in large complex data sets | E | AF,S |
|  | Experience of working with learning technologies including Learning Management Systems, content delivery platforms, Learning Record Stores, and relevant integration standards (e.g., xAPI, SCORM, AICC) | D | AF,S |
|  | Experience of developing reports, interactive dashboards or data visualizations | E | AF,S |
|  | Communicating the story of learning data to a non-technical audience | E | AF,S |
|  | Experience in project management | D | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Analytical and problem-solving skills | E | AF,S |
|  | Excellent communication skills, both oral and written | E | AF,S |
|  | Good inter-personal skills | E | AF,S |
|  | Utilizing and applying data analysis tools (e.g., exploratory, data mining, regression/predictive techniques, multivariate, cluster, network analysis, etc.) and statistical software specialization into projects (e.g., R, SPSS, SAS, etc.) | E | AF,S |
|  | An understanding of computer programing skills as applied to data acquisition, analysis, reporting, and visualization (R, Python, JSON, SQL, d3.js) | D | AF,S |
|  | Utilizing and applying data warehousing skills, ETL processes, structured relational databases, and the combining of disparate data sources | D | AF,S |
|  | Utilizing business intelligence tools to develop reports, visualizations, and interactive web based dashboards (e.g., Micro strategy, visual insight dashboard, Qlik view, Tableau, d3.js, etc.) | D | AF,S |
|  | Evaluating data quality and designing processes to identify and working with colleagues to correct data quality issues | E | AF,S |
|  | Proven ability to communicate effectively with technical and non-technical staff operating at all levels | E | AF,S |
|  | Good time-management skills and able to meet dead-lines | E | AF,S |
|  | Proven ability in the use of standard testing methodologies for systems and reports | D | AF,S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A relevant degree level or higher qualification in which the storage, analysis and interpretation of human or learning data will have been a key component | E | AF,S |
|  | Certification to show competence in business and/or systems analysis or a related activity, perhaps gained from CPD type activities | D | AF,S |
|  | Degree in IT or IT related discipline | D | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Customer focus and a desire to deliver a great service | E | AF,S, |
|  | Team player | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) | | 23. Workplace stressors (e.g. workload, relationships, job role etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

|  |  |
| --- | --- |
| **Name (block capitals)** | Mr Phil Lowe |
| **Date** | May 2017 |
| **Extension number** | 3573 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.