



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of Business Intelligence and Data Analytics,
Strategy and Planning, Corporate Services**



Salary: Grade 9 (£49,149 - £56,950 with flexibility to appoint up to £62, 218 p.a.)

Reference: CSSPO1045

Closing date: Sunday 4 February 2018

Interview date: Monday 26 February 2018

Head of Business Intelligence and Data Analytics Strategy and Planning, Corporate Services

**Do you want to lead our approach to business intelligence and data analytics?
Are you able to consult with and build consensus across a wide range of senior stakeholders to deliver the transformational change in an institutional level leadership role?**

With a focus on enhancing institutional strategic visibility and agility, facilitating competitive positioning, and the successful and timely delivery of the University's strategic plan, you will lead the transformation of the current Strategy & Planning (S&P) management information (MI) service into a strategically-aligned and dynamic business intelligence and data analytics (BIDA) service. In partnership with domain experts across the University, and drawing on your expertise of higher education (HE) datasets and analytical tools, you will also lead the development of a cross-institutional integrated and coherent approach to data analytics and reporting. In partnership with business data owners and IT colleagues you will play a lead role in securing the supply of high quality business data for both strategic and statutory data analytics and reporting purposes, ensuring business intelligence and data analytics requirements are embedded in major institutional change initiatives.

The University has an ambitious strategic plan which, enabled by a £520m strategic investment portfolio, seeks to achieve a significant step change across its academic business, physical infrastructure and professional support services. Set within the context of an increasingly competitive and dynamic external environment, to achieve these ambitions the University is seeking to enhance institutional business intelligence and data analytics capability through this appointment. This is an exciting and challenging opportunity for an individual with the vision, energy and commitment to deliver strategic change and deliver institutional impact.

With line management responsibility for the Business Intelligence & Data Analytics Manager, and the support of a team of MI analysts (see Annex I), you will have complete leadership and management responsibility for the brief, balancing a proactive, collegiate and solutions-focused approach, managing, mitigating and escalating issues and risks to the Director of Strategy & Planning as appropriate.



What does the role entail?

As Head of Business Intelligence and Data Analytics you will be the institutional lead for your agenda; your main duties will include:

- Leading the redesign and transformation of the S&P management information (MI) service into a strategically-aligned and dynamic business intelligence and data analytics service; this will include:
 - a. Lead the consultation and secure senior stakeholder agreement on the new S&P BIDA service remit and its priority datasets, data definitions, and analytical methodologies and, informed by this, design and ensure the timely delivery of the new service.
 - b. Lead the provision of expert advice and support to enable high quality, strategically-focused external data returns, including to HESA, HEFCE/OfS and the league tables, providing assurance through the University governance structures as appropriate.
 - c. Lead responsibility for ensuring a high quality S&P BIDA service, operating in line with the University's information security policy and procedures and external statutory and data supplier conditions, including data protection/GDPR.
 - d. Lead responsibility for delivering a continuous improvement agenda, ensuring the service adapts in response to the changing needs of the University.
- In the context of the HE data landscape and associated datasets and analytical tools, and in partnership with domain experts across the University, provide institutional-level leadership to deliver an integrated and coherent approach to data analytics and reporting through the University's governance structures.
- As Head of Team, provide strategic leadership to enable the BIDA Manager and the MI team to achieve a timely and successful transition to the new service. In liaison with the BIDA Manager and HR colleagues, lead the development and implementation of a business intelligence and data analytics career pathway.
- Lead responsibility for engaging with and influencing business data owners to secure the supply of high quality business data for strategic and statutory data analytic and reporting purposes and, in partnership with IT colleagues, secure



appropriate institutional ETL arrangements and support. This will include lead responsibility for ensuring business intelligence and data analytical needs are embedded and delivered through major institutional business process and systems developments (e.g. Corporate Processes & Systems Programme; Student Education Service Programme; HESA Data Futures Programme).

- Lead role in the organisation, management and delivery of the wider Strategy & Planning remit and, as one of the Heads of Team within Strategy & Planning (see Annex I), ensure close and complementary interactions with the Strategy Planning & Performance, Policy Funding & Regulation, Business Change and Research Operations teams. Over time and in partnership with the Head of Research Operations, develop and evolve a more integrated institutional approach to MI/BI.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Head of Business Intelligence and Data Analytics you will have:

- Significant experience in successfully leading the delivery of a strategically-focused MI/BI service, preferably within the HE sector, demonstrating a commitment to continuous improvement and responsiveness to changing business needs.
- Significant knowledge and expertise of the HE data landscape – datasets, league tables, analytical methodologies and toolkits – and the strategic application of these to achieve institutional impact.
- Demonstrable ability to build and maintain effective relationships and networks at all levels, including with the Executive team and senior academic colleagues, with significant experience of working effectively across the organisation to consult, negotiate and achieve consensus and ensure delivery to a broad range of expectations and competing priorities in a strategically focused way.
- Excellent leadership and management skills with a demonstrable ability to lead teams to achieve common objectives - both with and without formal line



management responsibility – and supporting the successful development and progression of others.

- Excellent written and verbal communication skills, with the ability to assimilate, summarise and convey complex information, which is accurate and concise, and tailored to meet the needs of different audiences and a multitude of purposes.
- A solutions-focused, proactive and innovative approach with the expertise and confidence to challenge accepted practices and promote this approach in others.
- Sound judgement, with the ability to work with sensitivity and tact, retaining a clear focus on outcomes.

You may also have:

- Experience of reviewing, redesigning and the successful transformation of MI/BI services in response to changing internal and external demands.
- Experience of playing a key role in the design and delivery of organisation-wide transformational change initiatives to secure MI/BI requirements.
- Sound knowledge of the HE policy, funding and regulatory landscape and the implications for institutional data arrangements and regulatory compliance.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Tina Egan, Director of Strategy and Planning

Tel: +44 (0)113 343 4788

Email: T.T.Egan@leeds.ac.uk

Additional information

About the University

Leeds is a community of more than 33,000 students from more than 150 countries, and over 7,800 staff from more than 90 countries. We are in touch with more than 256,000 alumni in 189 different countries.

A member of the Russell Group and a TEF Gold rated institution for teaching excellence, we are a top ten university for research power in the UK and one of the UK's largest, most prestigious and most diverse universities.

Increasing knowledge and opportunity in powerful combination is, and will continue to be, the defining feature of Leeds, distinguishing us from other universities and enabling us to address the challenges of education and research across a broad range of disciplines with energy and confidence.

Our academics are leaders in their field who undertake powerful research with enduring national and international impact. Societal issues do not respect disciplinary boundaries, and our strategic research themes of energy, climate, water, cities, food, culture and health promote interdisciplinary research across the University and with a wide range of partners. We integrate this world-class research with education and scholarship of the highest quality, and we are committed to the continuous improvement of student education.

Our activities are underpinned by leading-edge facilities and a significant commitment to further investment. All that we do is driven by the quest for academic excellence and our agreed values of integrity, inclusiveness, community and professionalism.



Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

