



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Management Information Analyst, Educational Engagement



Salary: Grade 7 (£33,199-£39,609 p.a)

Reference: SESAR1195

We will consider job share and flexible working arrangements

Management Information Analyst

Educational Engagement, Student Education Service

Do you have strong analytical skills and a questioning nature? Are you experienced in drawing insight from data and passionate about supporting data-driven decision making?

Educational Engagement runs a comprehensive programme of activity from outreach and access through to retention and student success. Our programmes are central to the University vision and mission and as such are evaluated robustly through qualitative and quantitative measures.

Based within Educational Engagement, you will lead on the development and delivery of our management information and business intelligence reporting commitments. You will gather, analyse and disseminate the key datasets required to inform decisions and strategy made by Educational Engagement. This includes data across the student lifecycle from pre-entry data, application, registration, progression, and through to graduate outcomes.

This is an exciting opportunity for a self-motivated, proactive individual with strong analytical and communication skills and a questioning nature to become part of a key, student service.

You will have demonstrable experience of leading the production of high quality management information and reports to support business decisions and be able to communicate findings to a range of stakeholders. You will have a proven track record of delivering practical results, managing projects and problem solving and be able to work under pressure, possessing strong organisational skills. You will also be able to prioritise workloads and work to tight deadlines.

You will be self-directing but also work as part of a team and with colleagues across the University. The nature of the role means that there will be a requirement for very occasional weekend and/or evening work.

What does the role entail?

As a Management Information Analyst your main duties will include:



- Leading analyses of internal and external datasets to monitor business-process progress, evaluate performance and highlight University positioning;
- Advising senior colleagues by establishing key performance indicators and appropriate benchmarks to continually enhance and improve our progress against our strategic targets;
- Evaluating the effectiveness of our activity across the student lifecycle to determine ‘what works for whom’;
- Responsibility for sourcing data, checking quality, performing analyses and presenting findings and recommendations to key stakeholders in a format and delivery suitable to the audience;
- Proactively staying up to date with developments in the Higher Education sector and contributing to the continuous development of technical expertise within the team;
- Attending working groups and team meetings, contribute proactively to the discussions and share good practice identified through evaluation exercises;
- Developing internal networks and relations with individuals, teams and offices through the University in view of service provision and understanding their evaluation and data needs;
- Contributing to the annual cycle of management information provision including monitoring and reporting requirements and ad-hoc analysis and insight provision services;
- Supporting senior colleagues with the development and enhancement of data sets to support decision making;
- Line management responsibility, ensuring that a high quality, timely and responsive service is provided that meets organisational priorities.

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 Management Information Analyst you will have:

- Experience of working in an analytical function or as part of a team providing management information and business intelligence;
- Demonstrable experience of leading the production of high quality management information and business intelligence by accessing,



interrogating, interpreting and reporting data, working alongside relevant colleagues;

- Experience of drawing insight from data, using data visualisation and telling a story to support strategic decision making;
- Ability to organise, prioritise and plan your work independently and effectively working under pressure and to meet strict deadlines;
- Excellent communication skills and the ability to convey complex concepts clearly and effectively to a wide range of audiences, including senior management and academics;
- A high degree of numeracy and strong analytical skills including proficiency and experience of using Microsoft applications including Excel;
- The ability to work with a high level of accuracy and attention to detail with a methodological approach to work and the ability to identify errors, inconsistencies and trends in data;
- Excellent team working skills with a willingness to work flexibly and work effectively with others as part of a team;
- Experience of analysing data using a statistical toolset or statistical techniques;
- Experience of training colleagues, particularly in systems and data procedures.

You may also have:

- Experience of working in a Higher Education environment;
- Experience of using data to create predictive analysis.

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:

Liz Hurley, Monitoring and Evaluation Manager

Tel: +44 (0)113 343 1063

Email: l.hurley@adm.leeds.ac.uk



Additional information

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.

