

Job Description

Data Analysis & Returns Officer

Business Intelligence

Finance, Planning and Performance



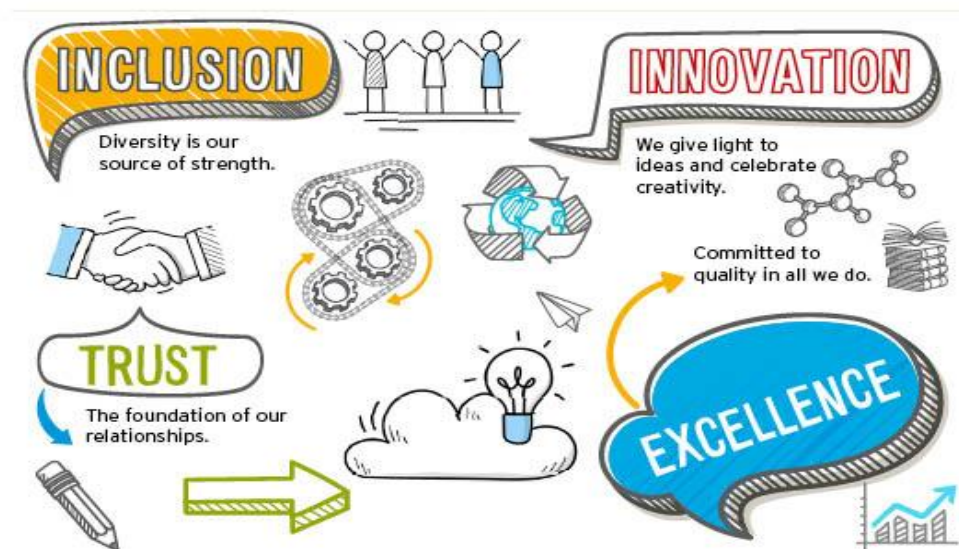
Brief summary of the role

Role title:	Data Analysis & Returns Officer
Grade:	Grade 6
Faculty or Directorate:	Finance, Planning and Performance
Service or Department:	Business Intelligence
Location:	Main campus
Reports to:	Senior Data Analysis & Returns Officer
Responsible for:	N/A
Work pattern:	36.25 hours per week, Monday to Friday

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• A Level/Level 3 or equivalent experience.
Desirable	• Further study/training in data analysis, BI or HE administration.

Experience, skills, and knowledge

Essential	• Experience using SITS or other student database • Experience working with data in a complex administrative environment. • Strong Excel, data handling and reporting skills. • Ability to follow complex guidance and interpret regulations. • High accuracy and attention to detail. • Good communication and customer service skills. • Ability to prioritise workloads and meet deadlines.
Desirable	• Experience with HE statutory returns.

	• Experience using Power BI or similar tools. • Understanding of data quality principles.
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Personal attributes

Essential	• Commitment to data accuracy and high-quality service. • Willingness to learn and develop in analytics and BI. • Team-focused, supportive working style. • Professionalism and confidentiality.
Desirable	•

Main purpose of the role

The Data Analysis & Returns Officer takes ownership of the delivery of specified high-quality statutory & regulatory returns, working within the Business Intelligence team & reporting to the Senior Data Analysis & Returns Officer. The role prepares, validates & compiles datasets for high-quality, timely submission to external bodies & contributes to internal analysis & performance reporting using student information and other institutional systems.

The postholder plays a key role in ensuring accurate student-related returns (e.g., HESA Student, SLC, ESFA, NHS, ILR, Graduate Outcomes) but will also support broader returns & survey datasets (e.g., NSS, PSRB requirements). As part of its new location within the BI team, the role increasingly supports analysis, use of external data, & production of Power BI outputs.

This role also provides technical, specialist and expert knowledge in relation to key institutional data returns, providing a point of expertise, advice and guidance for colleagues across the University, working collaboratively with Data Governance & Systems, using curated datasets & escalating data issues encountered during returns.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

Returns Preparation & Data Compilation

1. Take ownership for the preparation, completion and submission of datasets for statutory & regulatory returns including (but not limited to) HESA StudentReturn), SLC returns, , LR & NHS returns to ensure compliance with statutory and regulatory body requirements.
2. Extract & compile data from institutional systems & curated datasets provided by Data Governance & Systems.
3. Follow established validation & quality-assurance processes to ensure accuracy & completeness.
4. Assist in preparing submissions for league table bodies, PSRBs & external surveys.
5. Liaise with student systems to advise on the necessary developments for student returns

Data Validation & Quality Support

6. Analyse and conduct routine & exception-based data validation and quality checks across relevant datasets to ensure compliance with defined statutory returns working with Data Governance & Systems and Data Owners
7. Investigate & resolve data discrepancies with faculties, Professional Services, HR, Finance or other service areas.

8. Escalate systemic issues to the Senior Officer & Data Governance & Systems teams and recommend appropriate remedial action
9. Support the student systems team with hotfix and upgrade testing relevant to statutory returns

Analysis & Reporting

10. Produce reports, data summaries & insight to support internal decision-making.
11. Contribute to dashboard & reporting development using Power BI & other BI tools.
12. Support the preparation of datasets for internal planning cycles such as student number planning & monitoring.

Survey & External Data

13. Prepare data for the National Student Survey (NSS) & other sector surveys following OfS guidance.
14. Support compilation of datasets for PSRB accreditations & ranking body submissions.

User Support & Knowledge Sharing

15. Provide advice, guidance and data support to users on data queries relating to returns.
16. Act as an institutional expert (for defined statutory returns) and liaise with a wide variety of stakeholders to provide a source of expert knowledge on guidance in relation statutory return guidance, including SLC and NHS LSF processes
17. Maintain process notes, guidance materials & documentation.
18. For designated areas of expertise advise and contribute to knowledge sharing across the Data Analysis & Returns team and other relevant stakeholders to ensure continued compliance.

Continuous Improvement & Development

19. Keep up to date with changes in external reporting requirements, attending training as required.
20. Recommend improvements to data and processes to support compliance and high quality data returns in collaboration with data governance and data owners
21. Develop, update and maintain internal training guides and processes for compiling and submitting data returns
22. Suggest process improvements & contribute to project activity where appropriate.
23. Build skills in analytics, BI tools & data frameworks.

Additional Duties

24. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.