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| **Job Title** | **Head of Statutory Returns** |
| **School / Service** | **Strategic Planning**  |
| **Grade and Salary Range** | **H** |
| **Location and Hybrid working status** | **Docklands** |
| **Reporting to** | **Chief Data Officer** |
| **Responsible for** | **Statutory Returns Managers and Officers** |
| **Liaison with** | **Acting Director of Planning** |
| **Contract type** | **Permanent** |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT - Strategic Development and Delivery**

The Strategic Development & Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond. This is a new Directorate for UEL and comprises of four main portfolios;

Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement. These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**JOB PURPOSE**

The Head of Statutory Returns holds the framework for regulatory data returns, ensuring a timely, optimised, and harmonised approach across the statutory landscape. This role is the source of authority on statutory and regulatory data issues, ensuring that they are highlighted across the data landscape.

**Key activities**

* Oversight of statutory data activities across the institution, ensuring compliance with timescales and deadlines
* Leadership of particular statutory data returns within the portfolio
* Supports and advises project and change initiatives to ensure that they are optimising the regulatory framework in which they operate
* Being an expert on the uses and implications of statutory data across the sector
* Providing advice and guidance on external uses of statutory data (for example within league table metrics) and suggesting ways in which UEL can respond to these
* Innovating to ensure that changes to the statutory and regulatory frameworks can be delivered and exploited
* Supports and advises departments across the institution in completing statutory returns that are outside of the directorate such as AFR, Estates and Staff returns

**Key accountabilities**

* Leadership of the Statutory Returns team, ensuring that resources are allocated to minimise risks to delivery
* Delivery of statutory returns across the portfolio, including ensuring that the related returns are joined up
* Advice and guidance on the statutory framework to stakeholders, ensuring new initiatives are optimising the regulatory framework
* To take decisions on how best to represent the institution in statutory data, ensuring that any risk to the institution is minimised and mitigated
* To be an SME for the statutory framework to ensure that outcomes of decisions undertaken by the institution within this context are well understood
* Working across systems and processes which produce statutory data to ensure good quality data is received for statutory purposes
* Ensuring appropriate assurance of statutory data, including reporting to appropriate committees and governance groups
* Working across the data portfolio to define and deliver an assured statutory dataset which can be used for insight and analysis
* Establish a methodology and code of practice for the institution on statutory returns activity
* To be a champion for data quality

**Key deliverables**

* Statutory data returns delivered on time and at a high-quality level
* Liaison with the Accountable Officer to ensure that statutory data is fully assured and signed off
* Creation of approved and curated datasets from statutory data
* Responding to statutory consultations as appropriate
* Statutory data quality reporting framework

**Key relationships**

* SDD and Directorate
* Head of Data Governance
* Information Security and Records Management
* DPO
* Data Owners and stewards
* IT
* Registry
* Office for Students and Designated Data Body

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Significant practical experience of developing and maintaining complex data modelling processes
* Evidence of ability to undertake and deliver specific projects
* Strong experience of managing HE or public sector statutory returns processes, and comfortable in a regulatory environment
* Good understanding of the UK Higher Education sector and larger national policy environment
* Awareness of the requirements of data protection legislation and confidentiality policies
* Experience of managing high performing teams and building institutional data capability
* Proficiency in Microsoft Office products
* Experience of using data manipulation and visualisation tools (Alteryx and PowerBi or equivalent)
* Experience using relational database systems (SITs and Banner or equivalent)

**COMPETENCIES REQUIRED**

* Ability to understand and distil complex technical information to a non-technical audience, so that the implications of decisions can be understood
* Highly analytical, with the ability to process large volumes of data and information to optimise results
* Strategic thinker, who can navigate colleagues through a complex data environment to meet UEL strategic goals in a values-led and collaborative manner
* An innovator who can use imagination and creativity to find solutions to problems
* Ability to understand and interpret complex information and requirements, assess the purpose of the required outputs, identify relevant data sources and verify their validity, and support, develop and deliver tested solutions using the best suited tools, technologies and methods
* Ability to join, conform, manipulate and scrutinise large and disparate data sets

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Undergraduate degree or equivalent – desirable

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!