

**JOB DESCRIPTION**

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| **Job Title** | **Educational Data Insight Officer** |
| **School /Service** | **Student Services** |
| **Grade** | **E** |
| **Location and Hybrid working status** | **Docklands, Hybrid.** |
| **Reporting to** | **Impact and Evaluation Manager** |
| **Line management for** | **n/a** |
| **Key working relationships: Internal** | **Monitoring and Evaluation Officers, Educational Data Insights Officer, Project Leads** |
| **Key working relationships: External** | **n/a** |
| **Contract type/ Hours** | **Maternity Cover, 9 months FTC, Full time.** |

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](https://www.uel.ac.uk/about/vision-2028), 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.

**BRIEF OVERVIEW OF SERVICE/SCHOOL: Student Services**

We are Student Services and are responsible for nurturing wellness, supporting individual needs, helping students in crisis, improving retention, and enabling positive experiences through residential life and extra-curricular activities. Working in partnership across academic schools and professional services, our teams seek to provide a network of support throughout the student journey and aim to optimise student success.

The Student Services directorate is led by the Assistant Chief Operating Officer, Health Gain & Student Experience. Our department incorporates a number of professional and support teams including Student HUB, Student Conduct, Academic Tutoring, Residential Life, Student Disability and Dyslexia, Student Life, Student Money Advice and Rights Team, Student Engagement, Retention and Success and Student Wellbeing.

**BRIEF OVERVIEW OF THE DEPARTMENT / TEAM**

You will work in the What Works Team, part of our Student Services Directorate. The team leads the monitoring, evaluation and data insights supporting the University’s Access and Participation Plan (APP). The team works closely with the APP Programme Management team and project leads who deliver services, interventions and initiatives supporting progress against the University’s targets to reduce risks to equality of opportunity. Our work is vital in independently evaluating the impact of APP activity on student outcomes and student experience. The team is made up of experts in monitoring, evaluation, research and learning and work collaboratively to support the development of an institutional evaluation culture.

**JOB PURPOSE**

The University of East London is committed to the Office for Students (OfS) vision to eliminate inequality of opportunity in higher education. The Access and Participation Funding (OfS regulated) encourages those who are least likely to participate in higher education to do so and improve students’ opportunities at university. The funding supports students in the areas of access, progression, and success and works to improve outcome and opportunities for our students.

The role provides educational insight by monitoring and evaluating our APP work across the university. The role helps us to take a quantitative and statistical approach in analysing and demonstrating what works across the university and what the impact is for our students. The role will support us in collecting, analysing and presenting educational data, generated by the different schools across the university and the projects funded under the APP portfolio to provide assurance and monitor progress against our targets to the university and the OfS.

**KEY DUTIES AND RESPONSIBILITIES**

* Work in partnership across multiple teams in schools and services to ensure effective data collection, analytics and evaluation processes are implemented, developed, and adhered to, evolving practice in line with the OfS requirements.
* Generate clear and concise data-led reports, working with the team to write outcome and impact reports. Lead on pulling together regular monitoring reports in accordance with the core monitoring framework.
* Undertake qualitative and quantitative analysis of multiple sources of data to generate understanding of what works and where practice can improve, and to work with colleagues in making recommendations aimed at improving outcomes for students.
* To plan and develop specifications for internal system reporting requirements in response to gaps in provision.
* Facilitate segmentation of targeted audiences in line with the project needs and broader UEL requirements. This will involve uploading and manipulating data on various databases.
* Assist teams with the cycle of delivery, data collection, analysis, reporting, and reflection based on evidence from data and best practice.
* Liaise with colleagues across the institution, and other outside organisations, as required by the role.
* To undertake any other duties, in line with the level of the post, and as directed by your line manager.
* To work in accordance with UEL’s Equality and Diversity Policies.

The duties and responsibilities outlined above provide a general overview of the range of tasks that an Educational Data Insight Officer at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential | Desirable | Criteria assessed by |
| *A degree in a relevant subject with a high numerical/statistical analysis component.* |  |  | **A/C** |
| Experience/Knowledge |  |  |  |
| *Experience managing and analysing complex data sets, qualitative and quantitative analysis, and producing reports.* |  |  | **A/I** |
| *Research experience or experience in evaluating educational products.* |  |  | **A/I** |
| *Experience using Data Analytics Tools (e.g. Power BI, Tableau, Civitas), SITS/Delta, DataFiltr.* |  |  | **A/I** |
| *Experience working within a research or data analytics role within Higher Education.* |  |  | **I** |
| *A good understanding of issues affecting educational equity and outcomes.* |  |  | **I** |
| Skills/Abilities |  |  |  |
| *Willingness to support the broader team, taking on new or additional activities to support others when required.* |  |  | **I** |
| *Ability to work with teams to negotiate effective evaluation practice.* |  |  | **A/I** |
| *Excellent oral and written communication skills, particularly the simple presentation of complex data and production of reports.* |  |  | **A/I** |
| *Excellent interpersonal skills and the ability to work collaboratively with colleagues in multi-disciplinary teams.* |  |  | **A/I** |
| *Act professionally and able to successfully represent the team with external stakeholders when required to do so.* |  |  | **I** |
| *Experience making independent decisions that may affect others outside the immediate work team and contributing to collaborative decisions with colleagues.* |  |  | **I** |
| *Ability to take the initiative in resolving day-to-day issues, such as resource allocation, and understanding when an issue needs to be escalated. To use initiative and creativity to resolve problems and identity practical and suitable solutions.* |  |  | **I** |
| *Excellent IT skills, particularly Excel and Power BI.* |  |  | **A/I** |
| *Ability to use statistical packages.* |  |  | **I** |
| *Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment.* |  |  | **I** |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

Micro teaching, test etc.)

**Further Information:**

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.