



## JOB DESCRIPTION



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**TITLE:** Senior Analyst  
(The Havering College, NCC)

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**RESPONSIBLE TO:** Head of Data

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**RESPONSIBLE FOR:** Implementing and supporting the use of applications for the management and analysis of data across The Havering College campuses

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### PURPOSE OF JOB:

The Senior Analyst for The Havering College, as part of the NCC Group, will develop and implement management information across the Havering campuses as well as providing support to the wider NCC Group on specific Group projects as required and under the direction of the Head of Data.

Reporting directly to the Head of Data the Senior Analyst will work to ensure consistency of approach and appropriate execution of Group policy in The Havering College.

The post holder will additionally be responsible for managing and developing the Havering College's Data Analyst.

### MAIN TASKS AND RESPONSIBILITIES:

#### 1. Operations:

- 1.1. Assist in the publication and maintenance of information, reports and reporting tools using The Havering College's data dashboard(s), intranet(s) and website(s) as directed by the Head of Data and Group Systems and Reporting Manager.
- 1.2. Assist in supporting the maintenance, administration and customisation of the Group's management information system(s) as required and under the direction of the Head of Data and/or Group Systems and Reporting Manager.
- 1.3. Assist the Head of Data and Group Systems and Reporting Manager in investigating and specifying college system and application requirements that would enhance existing systems or reporting.
- 1.4. Investigate, identify, define and implement improvements in business processes to enhance solutions as required.

- 1.5. Work closely with the Head of Data and Group Systems and Reporting Manager to maintain and develop ProSolution and reporting systems to the specification of the Group.
- 1.6. Provide in-house training on bespoke IS or relevant IT systems.
- 1.7. Assist with the production of the HEIFES return and ensure the accuracy of data contained in all HE returns, including the National Student Survey and the HESA Graduate Outcomes survey.

## **2. Funding and Finances:**

- 2.1. In collaboration with Group colleagues, identify and implement improvements to the value for money of learner and management information services.
- 2.2. Under the direction of the Head of Data provide information and support for external (including funding) and internal audits. Additionally, assist with the production of information for OFSTED and other Quality inspections.
- 2.3. Work with colleagues to identify and deliver improvements to systems and processes.

## **3. People:**

- 3.1. As Senior Analyst, be a responsible, accountable and visible team member, providing guidance and direction where required.
- 3.2. Undertake personal development and training to enhance own competencies and expertise.
- 3.3. Be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring targets as appropriate.

## **4. Managing Information:**

- 4.1. In conjunction with the Head of Data, develop and maintain key performance indicators covering key milestones in the learner journey, funding performance and other metrics agreed with The Havering College and Group leadership and management, providing monitoring reports to management as and when required.
- 4.2. Keep abreast of technical developments and work closely with members of the department to plan and implement the development of The Havering College's information systems in collaboration with Group colleagues.
- 4.3. Publish and maintain information and reports on The Havering College's intranet and/or internet using the appropriate tools.
- 4.4. Research, advise on and help implement appropriate statistical methods and data analysis techniques.

- 4.5. Develop central, standardised and specific datasets for internal and external data sharing, reporting and interfacing in conjunction with the NCC Group Systems and Reporting Manager.
- 4.6. Identify and meet users' information requirements and assist users in making the most effective and efficient use of systems and services.
- 4.7. Maintain accurate records of errors, fixes and software version control as required.
- 4.8. Ensure that all documentation relating to MIS and/or relevant IT systems is maintained and up-to-date.
- 4.9. Produce bespoke web based information reports to support the day-to-day operation of The Havering College's activities.

**5. In common with all other staff:**

- 5.1. Support the Group and The Havering College's mission, vision, values and strategic objectives.
- 5.2. Implement the Group Equality and Diversity policies and work actively to eliminate any discrimination on grounds of all protected characteristic groups.
- 5.3. Take responsibility for own professional development and participate in relevant internal and external activities.
- 5.4. Implement the Group Safeguarding and Health and Safety policies and practices.
- 5.5. Ensure that all Group personal data records and procedures conform to the necessary statutory, legislative and audit requirements including compliance with the Data Protection Act 2018 and GDPR principles.
- 5.6. Contribute to The Havering College's commitment to continuous improvement as identified in the Group's quality assurance systems.
- 5.7. Undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

**6. Person Specification: (E=Essential D=Desirable)**

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| GCSE grade 9-4 or equivalent in English and maths or equivalent level 2 qualifications. | <b>E</b> |
| First Degree in related discipline or equivalent.                                       | <b>D</b> |
| Experience using the ProSolution management information system.                         | <b>D</b> |
| Extensive experience in analysing management information, preferably in an              | <b>E</b> |

education environment.

Analytical approach to problem solving and meeting user requirements. **E**

Ability to manipulate data using Microsoft Excel and Access. **E**

Excellent communication skills, both oral and written, with experience of drafting and presenting clear and concise reports. **E**

An excellent understanding of and commitment to, equality and diversity with the ability to provide strategic leadership and direction for the Group. **E**

## **7. Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of The Havering College and the Group.