



OPPORTUNITY

Labour Market Analyst

Reference: R220618

Salary: £27,929 to £33,314 Grade 7, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

To support the growing demand for labour market information reports. This will involve interpreting requests and collating and analysing large amounts of data to produce recommendations that colleagues can implement.

To build relationships with colleagues across the university to understand their data requirements and respond to these within the set deadlines.

To gather and analyse data from external and internal sources and summarise findings in labour market information (LMI) reports.

To present and share findings in an engaging way.

Main duties and responsibilities

- ▶ Use software and other available data sources to produce engaging labour market insight reports that will help to shape new course design and curriculum reviews.
- ▶ Promote the use of our software and systems internally to encourage wider adoption and increase requests from academic colleagues in our three colleges (Engineering and Physical Sciences, Health and Life Sciences and Business and Social Sciences).
- ▶ Meet regularly with colleagues in Careers and Placements and academic programme teams to understand their labour market information data requirements.
- ▶ Analyse sector trends and look for patterns or changes that will inform ideas for new courses, services and ways of working.
- ▶ Support the Business Data Manager in identifying and addressing gaps in reporting provision.
- ▶ Create and maintain a central library of labour market information reports.
- ▶ Lead on a reporting and communications plan to help the team to track and monitor requests.
- ▶ Turn analysis into compelling stories and share these in reports and presentations that will engage a diverse audience.
- ▶ Maintain accurate data records.
- ▶ Build strong and effective relationships with colleagues across the University at all levels.
- ▶ Contribute to a positive team culture by working collaboratively and flexibly with colleagues.
- ▶ Plan, prioritise and organise work to ensure timely responses to information requests.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Qualified to degree level or equivalent experience in a similar level or type of role.	Application form
Experience	<p>Experience of building and maintaining effective relationships.</p> <p>Experience of delivering excellent customer service to diverse stakeholders.</p> <p>Analytical and report writing skills.</p> <p>Ability to think creatively and generate new ideas.</p> <p>Ability to take initiative.</p> <p>Motivated, with a willingness to succeed and do well.</p> <p>Experience of working with large data sets and the ability to transform data into insights.</p> <p>Good IT skills, including experience of using advanced Excel functions to manipulate data and confidence in using Microsoft Word to produce reports.</p>	Application form and interview
Aptitude and skills	<p>Has the will and ability to work cooperatively with others.</p> <p>Ability to develop strong relationships with a wide range of stakeholders.</p> <p>Excellent communication skills. Able to convey information in an understandable and engaging manner to a range of audiences.</p> <p>Ability to work both independently and collaboratively.</p> <p>Good organisational skills.</p>	Application form and interview

	Essential	Method of assessment
	<p>Able to prioritise and manage competing demands.</p> <p>Commitment to continued professional development.</p> <p>Flexible and adaptable approach to work.</p>	

	Desirable	Method of assessment
Experience	<p>Experience of Power BI.</p> <p>Experience in, or understanding of, the Higher Education Sector.</p>	<p>Application form and interview</p>

How to apply

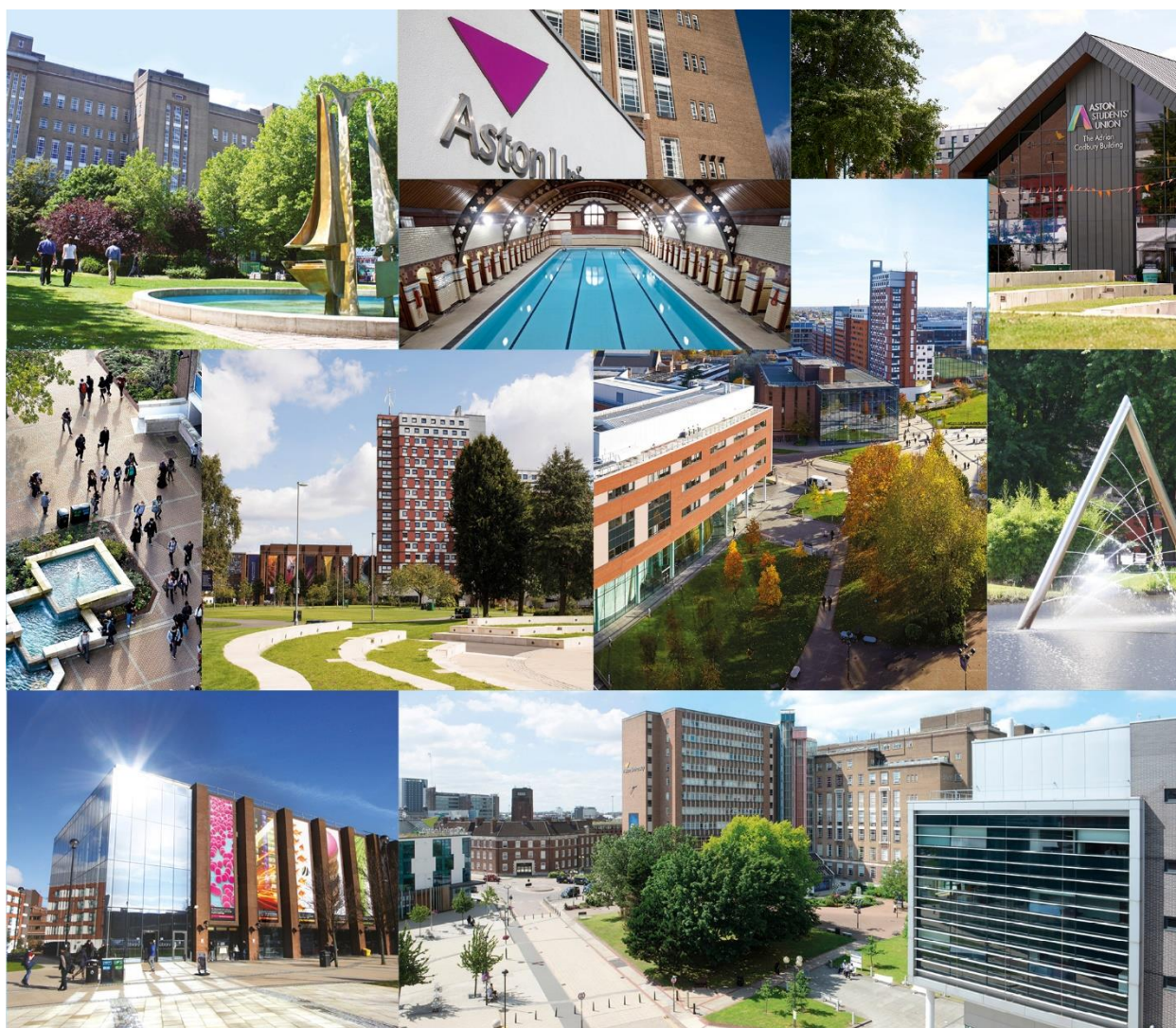
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59hrs BST on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Emma Mason
Job Title: Head of Business Insights
Email: E.MASON@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and the benefits that Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**