



Employability Data Lead

Reference: 0885-23

Grade: 7

Salary: £29,605 to £34,980, per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

The Employability Data Lead plays a pivotal role in supporting Aston's strong reputation for developing highly skilled, sought-after, employable graduates. Increasingly data insights are being used to plan the activities, resources and strategic agenda within the Careers and Placements team.

As part of the Operations team, you will be responsible for the management of data analysis, insights, and data compliance for the department. The role reports directly to the Head of Student and Employer Engagement and liaises closely with the Director of Employability and other Heads within the team. You will be the go-to data lead in the team and act independently on student data and information analysis requests from member of the department and wider University.

You will need to be proactive and take a flexible approach, using data in a creative way, applying the institutional and departmental context to our data to support our strategic objectives.

You will have experience of data extrapolation, mining, monitoring, analysis and reporting with the ability to think creatively and find efficiencies in operational activity related to data and information.

Main duties and responsibilities

- ▶ Data extrapolation, mining, monitoring, cleansing, analysis, and reporting
 - Use of the University student record system (SITS) and Business Objects to provide updated student, placement, and placement provider data, ensure other Placement Team Data reporting tools, such as the placement trackers and caseload management system, are kept up to date in order to provide regular reports and manage risk.
 - Provide project support across Careers and Placements such as Office for Students (OFS, Access and Participation (APP) reporting and SITS development.
 - Provide regular student engagement reports from online portal Aston Futures, to support colleagues, managers, and heads of department.
 - Work closely with the heads of department, collate data to inform departmental activities in support of achieving departmental and institutional KPIs.
- ▶ Respond to ad-hoc requests for data and project support as and when required by Senior Managers and/or the Heads of department.
- ▶ Quality assurance, compliance, and continuous improvement
 - Work closely with colleagues in the Operations Team and the Placements Team, to monitor and evaluate, identify areas for improvement within placement student data collection processes.
 - Support the central Statutory Return Team in ensuring validity, accuracy, and timely collection of placements data for external data returns such as HESA, HESES and Unistats, as and when required, including leading on the Data futures project.
 - Be the team lead on the Employability Dashboard working with internal and external consultants to maintain the dashboard (Power BI), work on future developments and ensure it is fit for purpose.

- Audit the cleanliness and accuracy of information recorded by Placements Team on systems such as SITS and its web interface MAP (My Aston Portal), providing feedback to management on areas of practice which may compromise the integrity of the data.
- ▶ Ensure compliance with Tier 4 requirements, GDPR and AGCAS Code of Practice along with other frameworks as appropriate.
- ▶ Provide project and administrative support for projects across Careers and Placements such as employability developments, Athena Swann, Office for Fair Access (OFFA) reporting and SITS development. This will involve extracting and reporting on complex data, co-ordinating activity, arranging and supporting meetings, chasing, and completing action points as well as monitoring and communicating progress.
- ▶ Support the Systems Data Manager by developing a broad understanding of the employer engagement data recorded on Aston Futures and how this data supports the employer team within Careers and Placements
- ▶ Ensure activities meet with requirements of legislation relevant to the project including Data Protection, Employment and Health and Safety Legislation.

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	Educated to Degree level or substantial work experience.	Application form
Experience	<p>Experience of working with large data sets and the ability to transform data into insights.</p> <p>Proven experience in analysing and visualising data using tools such as Excel Power Query and Power Pivot.</p> <p>Experience of using Power BI/Tableau or other reporting tools to develop reports.</p> <p>Experience of building and maintaining effective relationships.</p> <p>Experience working in a customer focused environment.</p>	Application form and interview
Aptitude and skills	<p>Able to analyse problems and use judgment to identify and provide pragmatic and workable solutions.</p> <p>Highly numerate, with a good understanding of statistics.</p> <p>Excellent IT skills, including experience of using advanced Excel functions to manipulate data and confidence in using Microsoft Word to produce reports.</p> <p>Analytical and report writing skills.</p> <p>Ability to think creatively and generate new ideas.</p>	Application form and interview

	Essential	Method of assessment
	<p>Excellent communication skills. Able to convey information in an understandable and engaging manner to a range of audiences.</p> <p>Ability to work under pressure to meet deadlines and achieve targets. Will and ability to work cooperatively with others.</p> <p>Ability to develop strong relationships with a wide range of stakeholders.</p> <p>A flexible and collaborative approach with the ability to manage unpredictability.</p> <p>Ability to work both independently and collaboratively.</p> <p>Good organisational skills.</p> <p>Able to prioritise and manage competing demands.</p> <p>Demonstrable attention to detail</p> <p>Motivated, with a willingness to succeed and do well</p>	

	Desirable	Method of assessment
Education and qualifications	Further qualifications in studies relating to data extrapolation, analysis, and reporting.	Application form
Experience	Experience in, or understanding of, the Higher Education Sector.	Application form and interview

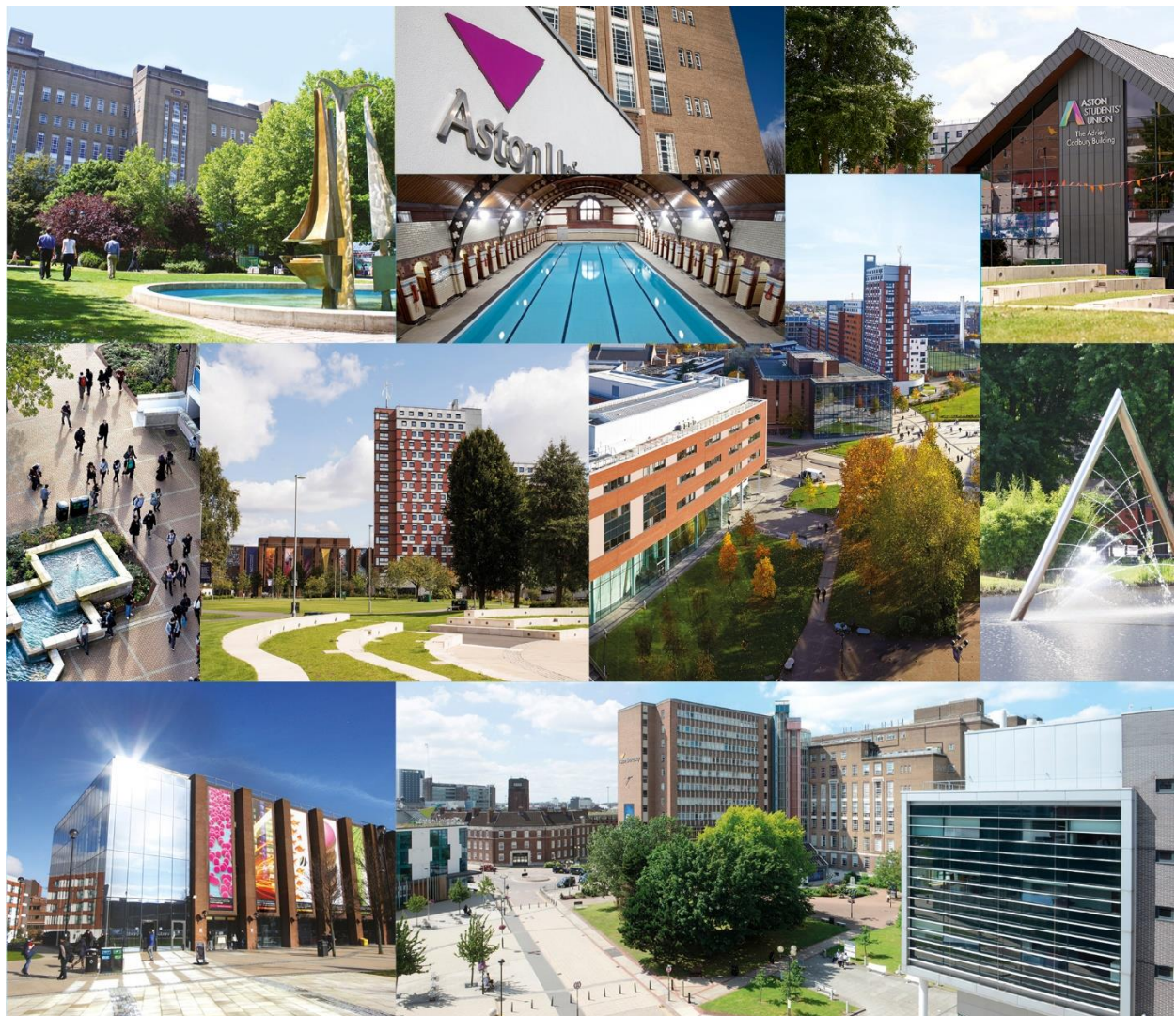
How to apply

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

Applications should be submitted by 23.59 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.



Enquiries about the vacancy:

Name: Angie Robinson

Job Title: Head Of Student And Employer Engagement

Email: a.robinson1@aston.ac.uk

Enquiries about the application process, shortlisting, or interviews:

Recruitment Team via recruitment@aston.ac.uk

Additional information

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