

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	Student Statutory Returns Manager
<b>Job Grade:</b>	Grade 08
<b>Job Family:</b>	Services
<b>Institute / Service:</b>	Academic Registry
<b>Job Location:</b>	Lancaster or Carlisle
<b>Responsible To:</b>	Head of Student Systems and Data
<b>Responsible For:</b>	Data Reporting Officer Student Statutory Returns Officers
<b>Role Purpose:</b>	
<p>The Student Statutory Returns Manager will lead the delivery of a range of student data returns to the Higher Education Statistics Agency (HESA), the Office of Students (OfS) and other organisations and funders.</p> <p>Alongside ensuring timely, accurate and high-quality data returns, the role holder will use problem solving skills to further improve and design procedures and to embed best practice. The Manager will play a key role as the University responds to new and emerging requirements.</p> <p>The Manager will explain statutory returns data to a range of colleagues outlining its implications such as on funding, league tables and both internal/external metrics. This will include the provision and analysis of data used to help the University prepare and monitor its Access and Participation Plan, Office for Students conditions and the Teaching Excellence Framework process.</p>	

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
<b>1.</b>	Lead a team of data professionals with responsibility for ensuring that a wide range of data returns are completed in a timely and accurate manner and in line with external requirements. The role will also encompass the supplying of accurate data to a number of organisations. Provide strategic advice and guidance to ensure the University's external data returns accurately reflect our performance and are coherent and consistent and are documented accordingly.
<b>2.</b>	Provide support and expertise in relation to the internal analysis, reporting and in-year monitoring of specific key metrics and performance indicators utilised within external exercises such as the Teaching Excellence Framework (TEF), the Access and Participation Plan (APP), Office for Students conditions (OfS) and HESA's annual suite of performance indicators.
<b>3.</b>	Working closely with colleagues in the Data Insights team provide regular data reports to support the University's recruitment, registration and in-course monitoring processes.

<b>4.</b>	Work with colleagues to ensure that the underpinning student data to inform the reporting of internal management information is consistent, accurate and utilises definitions and methodologies which have been agreed by relevant internal departments.
<b>5.</b>	Lead on the provision of accurate, consistent and carefully considered data summaries and extracts required for internal reporting and decision making.
<b>6.</b>	Act as a central, reliable source of consistent, compliant and accurate data and statistics required for responding to student-related Freedom of Information requests (FOIs), and lead on the annual provision of externally supplied student data relating to Council Tax exemption and voter registration. Compile and supply accurate data as and when required for internal and external audit exercises.

**Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University’s intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder’s obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

**Health & Safety Statement**

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University’s Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

<b>Criteria for Grade 8</b> <b>Role Title: Student Statutory Returns Manager</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<b>Qualifications</b> Educated to RQF Level 6 (degree level or equivalent) or equivalent professional qualification or experience.	Essential	Application Form
<b>Experience</b> Experience of preparing data returns in an education context.  Substantial experience in data analysis and reporting.  Experience of using Tribal SITS and Tableau	Essential  Essential  Desirable	Supporting Statement/Interview  Supporting Statement/Interview  Application Form/Interview
<b>Knowledge, skills and abilities</b>  Management skills to successfully lead and develop team(s) within a diverse organisation.  Excellent communication and interpersonal skills to engage colleagues at all levels, including those without expertise in data or returns.  Relevant IT skills, with specific focus on systems such as those used to record high volumes of data about students, customers or similar.  Authoritative knowledge of data governance and management and understanding of broader areas and issues (regulations, legislation, and national codes of practice, and implications of non-compliance, etc.).  Excellent data-handling skills including the ability to manipulate and analyse large amounts of data, identifying patterns and trends, including the use of software packages.  Professional approach to work and work colleagues and an ability to work independently and show initiative.  Well organised and flexible.  A critical thinker with strong problem-solving skills.  Ability to initiate and lead networks on behalf of the Service or University; to negotiate and manage contracts with customers, key external contacts and service providers on behalf of the Service and University.  Ability to take a lead in the development and improvement of services and to present concepts and complex material to a range of audiences.	Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential	Application Form/Interview  Application Form/Interview  Application Form/Interview  Supporting Statement/Interview  Supporting Statement/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Supporting Statement/Interview  Supporting Statement/Interview

<b>Other</b> Commitment to the <a href="#">Strategic Plan</a> of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.	Essential	Interview
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