

SECTION A: THE ROLE	
Job Title:	Student Data Manager
Institute/Service:	Academic Registry
Job Grade:	Grade 07
Job Family:	Services
Job Location:	Lancaster
Responsible To:	Head of Student Systems and Data
Responsible For:	Student Data Management Administrators
Role Purpose:	
The Student Data Manager provides high level support to the Head of Student Systems and Data by managing the operational set-up and maintenance of core programme and student-related records in the University's Student Record System (SITS) and ensuring data quality in key processes. The role is key to delivering key student record processes within SITS and liaising with other system managers and stakeholders to deliver an excellent student experience. The role holder is also responsible for facilitating and co-ordinating regular business process review with key teams to ensure student record processes and data are accurate, timely and fit for purpose for both internal use and statutory reporting. The role holder will contribute to the leadership and management of the Student Systems and Data team to ensure that our systems, processes and operations are customer-focused, streamlined and efficient, to meet the needs of our students, staff and external stakeholders.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	To manage the effective and efficient organisation, delivery and management of university-wide student record processes and facilitate business process review as identified by the Head of Student Systems and Data to ensure processes remain fit for purpose.
2.	To ensure that the University's academic model is accurately represented in the set-up of programme data in SITS, and to contribute to decision making from a records and systems perspective where changes to the academic model are required.
3.	To contribute to a cross-institution group of professional services staff to ensure the smooth operation of student record processes and related communications from SITS and downstream systems.
4.	To ensure that our student and programme data meets recognised and agreed data quality standards to support statutory reporting and internal management information.
5.	To provide advice, training and documentation as required to support the consistent use of SITS in the management and processing of student records and maintenance of programme related data.
6.	To contribute to the leadership and management of the Student Systems and Data Team, setting priorities and organising workloads, setting of team and individual

	objectives in conjunction with the Head of Student Systems and Data, undertaking Performance and Professional Development Reviews, identifying appropriate development opportunities and give feedback and guidance on performance.
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Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

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.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Criteria for Grade 7 Role Title: Student Data Manager	Essential/ Desirable	To be identified by:
Qualifications		
Educated to degree level or equivalent experience.	Essential	Application Form
Professional qualification or membership of professional administration body such as the AUA (or equivalent experience).	Desirable	Application Form
Experience		
Experience of working within the Further or Higher Education sector with a sound understanding of the student and academic cycle.	Essential	Application Form/Interview
Experience of student records administration including developing and applying procedures and regulations.	Essential	Application Form/Interview
Demonstrable experience of successfully improving processes to support the staff and student experience through the design, development and implementation of core business systems and processes.	Essential	Application Form/Interview
Knowledge, skills and abilities		
Ability to lead, manage and develop a work area, motivating, developing and encouraging the commitment to learn/secure high performance in others.	Essential	Application Form/Interview
Organisation and time management skills to plan and organise activities and events of some complexity including relevant budgeting and planning processes.	Essential	Application Form/Interview
Ability to input into the development of Service policy, to propose and implement improvements to systems and working methods and develop internal and external networks.	Essential	Application Form/Interview
Ability to manage change and respond positively to new challenges.	Essential	Application Form/Interview
Ability to research, analyse, collate and edit material for inclusion in reports/other documents. Ability to analyse and solve problems with an appreciation of possible longer-term implications.	Essential	Application Form/Interview
Ability to explain/present detailed information to non-experts, and to negotiate, and represent work issues on behalf of the Service/Department.	Essential	Application Form/Interview
Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of websites, e.g. Office 365.	Essential	Application Form/Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Application Form/Interview

