

## Candidate Information

<b>Position:</b>	Data and Rankings Administrator
<b>School/Department:</b>	Management
<b>Reference:</b>	22/109813
<b>Closing Date:</b>	Monday 23 May 2022
<b>Salary:</b>	£34,304 - £40,927 per annum
<b>Anticipated Interview Date:</b>	Wednesday 15, Thursday 16 or Friday 17 June 2022
<b>Duration:</b>	Permanent

### JOB PURPOSE:

The Data & Rankings Administrator at QMS is responsible for providing high level analytical and reporting capability to the School, ensuring that the operational and strategic decisions made by the School Management Board are driven by comprehensive, quality-assured data. This role will work directly with the Accreditation Director and will be the custodian of the statistical data generated and maintained by the School to support various functions, including Higher Education Rankings.

### MAJOR DUTIES:

1. To support the Accreditation Team in the preparation of data for all accreditation submissions – EQUIS, AMBA, AACSB, PRME, SBC, and programme level accreditations.
2. To collate, analyse and disseminate information relating to national and international rankings to promote the School's standing and provide intelligence for improvements.
3. Help to maintain and improve performance in specific programme rankings by preparing analysis and reports to inform the QMS Strategy; monitoring and analysing the school and competitor's rankings performance.
4. To ensure continued alignment with evolving accreditation and international ranking data requirements.
5. In collaboration with the Accreditation Team, identify gaps in understanding of accreditations and school metrics that could be further explored through data.
6. Develop and present management information reports relating to the School's key metrics and draw insight from a range of data (e.g., benchmarking against internal and external performance measures) to support decision making and enable performance conversations across the School.
7. Establish, develop, and maintain systems and processes required for the monitoring and reporting of key metrics for internal monitoring, planning and statutory purposes. This includes providing evaluation and advice regarding improvements as and when required.
8. Contribute to the development and enhancement of the existing reporting environment and other information reporting tools and techniques; as well as assisting the School to develop a single-source data infrastructure. This will involve developing relationships with key stakeholders.
9. Proactively identify data quality issues and seek resolution in partnership with appropriate stakeholders to ensure the integrity of data.
10. Communicate a variety of data to a range of stakeholders within and beyond the School, ensuring that staff are provided with consistent and accurate data.
11. Support the development of a culture of performance management across the School by establishing and developing relationships with academic and professional service staff to ensure a commitment to data quality, a collaborative approach to accurate data, and the effective communication of data.
12. To assist with the processing of data across several reporting systems and technologies. Carry out the collection, cleansing, enrichment, and analysis of data as directed, identifying, and resolving issues, and presenting results accurately and appropriately.
13. Monitor feedback and make proposals for improving service through suggestions for changing current working methods, standards, and processes.

14. Support the evaluation of student experience and engagement within QMS - reviewing data including national student surveys, teaching evaluations, Workload Allocation Model (WAM), the impact of student success interventions, module evaluations and assessment deadlines.
15. Maintenance of the Accredinator Database – responsibility for the initiation of the data collection cycle, ensuring data is current and correct, run reports as required.
16. Completion of any designated AACSB Surveys when required.
17. Maintenance of skills necessary to be effective in the role including advanced Microsoft Excel usage.
18. Carry out such other duties as may be required, and which fall within the general ambit of the post.
19. This role may include some travel and work outside of core working hours – attendance at national and international conferences, and preparation work before physical and virtual peer reviews. Adequate notice will be given.

**ESSENTIAL CRITERIA:**

1. A primary degree or equivalent qualification.
2. 2 years of relevant experience to include a significant component of quantitative data collection and management.
3. Experience in working with databases (e.g., MS SQL Server, MS Access) and querying large datasets.
4. Experience in producing and analysing information to inform complex management decisions.
5. Advanced IT skills, particularly MS Office packages (pivot tables, lookups, IF statements, etc.).
6. Ability to work as part of a team.
7. Strong planning and time management skills.
8. Highly developed verbal and written communication skills, as well as the ability to tailor presentations and research findings to different audiences.
9. Motivation to deliver work and monitor progress against objectives.
10. Effective communication and influencing skills.
11. Proven analytical and organisational capability.
12. Ability to exercise initiative and work independently.
13. Flexibility and willingness to work occasional irregular hours and travel.

**DESIRABLE CRITERIA:**

1. Proficiency with R, Python, SQL, Power Automate or equivalent technologies is desirable.
2. Experience of working within the Higher Education sector.
3. Awareness of Business School Accreditation and Rankings.