

Job Description

Prifysgol Wreccsam
Wrexham University



Faculty/Department	Strategic Planning and Student Administration
Section	Planning and Reporting
Job Title	Planning Manager – Business Intelligence
Reports to	Head of Planning and Reporting
Responsible for	Planning Officer – Business Intelligence
Grade	SAP1

Principal Accountabilities

The post-holder will lead and direct a sub-team within Planning and Reporting that will be responsible for the development and implementation of a new range of Business Intelligence dashboards that will provide access to key data and information across the institution. This role will be an integral part of embedding the use of Business Intelligence as a core part of both the University's strategic decision making as well as day-to-day data provision. This will include overseeing the development of PowerBI dashboards supporting a wide range of areas, such as student number modelling, analysis of application and enrolment trends and institutional KPIs. They will be required to coordinate and plan significant University-wide processes, developing effective relationships across the University, and will be expected to analyse, interpret and clearly communicate complex information to influence strategic planning and policy development.

Key Tasks

1. To lead the overall development and implementation of a range of data dashboards to support strategic decision making within the institution.
2. To specifically develop and provide PowerBI dashboards for senior management that will provide detailed information relating to student number modelling, application trend analysis and KPI information

3. To lead on the expansion of PowerBI dashboards to provide key information to all academic staff and associated professional services colleagues across the institution. This might include (but would not be limited to) student number information, workload allocation modelling, recruitment and retention reporting, student support dashboards and KPI information include student surveys and other metrics.
4. To support the development and delivery of training in how to use PowerBI dashboards for end users.
5. Liaise with colleagues in Information Services regarding establishing live data links between BI dashboards and key databases and datasets such as SITS.
6. To continue to oversee the further development, improvement and expansion of dashboards once they are established to ensure that these continue to meet the data requirements of the institution.
7. Overseeing the day-to-day administration of the institution's BI dashboards and associated data reporting.
8. Provide an expert understanding of data from a range of sources including HESA, NSS, and internal student databases and be able to collate, process and analyse such data to a high standard in support of the University's ambitions. This will include understanding, conveying and communicating complex information which may be highly detailed, technical or specialist.
9. To assist the wider Planning and Reporting Team with ad hoc data requests as required.
10. Form, develop and maintain strong working relationships with senior academic and professional staff in order to obtain buy-in and active engagement in University priorities relating to the University's annual planning process.
11. Provide line management, leadership and focus as required, ensuring staff have a supportive and enabling environment in which they can work effectively whilst achieving a high degree of job satisfaction.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Planning Manager – Business Intelligence**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to develop detailed and effective Business Intelligence dashboards.	A,I,T	E
		1.2	Ability to deal with large and complex datasets, designing data investigations, analysis and interpretation of complex data trends and patterns and the identification of relevant data sources.	A,I,T	E
		1.3	Ability to refine information needs into actionable research and identify key variables.	A,I,T	E
		1.4	Excellent attention to detail, ability to work methodically and maintain highest standards of accuracy, consistency and thoroughness.	A,I,T,P	E
		1.5	A problem solver, using initiative, flexibility and creativity to solve issues as and when they arise, choosing the right option when faced with a mass of data or conflicting data.	A,I,T	E
		1.6	An ability to communicate complex and technical information, data and accompanying methodology and findings in an accessible manner to specialist and non-specialist audiences, including those at a senior level.	A,I,T,P	E
		1.7	Excellent administrative and organisational skills with real attention to detail and an ability to manage several concurrent projects and meet tight deadlines.	A,I	E
		1.8	Ability to work and respond within challenging timeframes, adopting a flexible and positive	A,I,T	E

			approach to ensure outcomes are effectively delivered.		
		1.9	A creative and confident thinker, who will develop creative solutions to overcome challenges.	A,I,T	E
		1.10	Ability to lead and manage a team. The key skills required to undertake the role e.g. The ability to analyse information relating to complex situations and communicate findings clearly and precisely.	A,I	D
2	General & Specialist Knowledge	2.1	Advanced skills in PowerBI.	A,I,T	E
		2.2	Ability to understand and interpret University policies, procedures and working practices in all areas of the University's business and any issues which may influence the development of longer-term university strategies.	A,I	E
		2.3	An in depth and comprehensive understanding of the HE sector.	A,I	D
		2.4	Knowledge of data sources relevant to Higher Education and how those data are used and able to be interpreted.	A,I,P	E
		2.5	Advanced Microsoft Excel skills, including formulae and pivot tables.	A,I,T	E
		2.6	An understanding of data visualisation best practice.	A,I,T,P	E
3	Education & Training	3.1	Educated to degree level or equivalent relevant experience.	A,C	E
4	Relevant Experience	4.1	A proven track record of developing PowerBI dashboards in a HE or business setting.	A,I,T	E
		4.2	Proven ability to analyse, interpret, present and clearly communicate complex briefings to colleagues, including at times to the highest level and in relation to institution wide issues.	A,I,T,P	E
		4.3	Evidence of the ability to successfully meet challenging targets and planned objectives.	A,I,T	E
		4.4	Experience of working within the Higher Education environment.	A,I	D
		4.5	Experience of leading and managing a team.	A,I	D

5	Special Requirements	5.1	A creative and confident thinker, who will develop creative solutions to overcome challenge.	A,I,T	E
		5.2	Personal dynamism, demonstrating drive, innovation and initiative.	A,I	E
		5.3	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.	A,I	E
		5.4	The ability to communicate in the Welsh language.	A,I	D
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

Our Values.
Excellence.
Click to view.

Our Values.
Inclusion.
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Our Values.
Collaboration.
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Our Values.
Transformation.
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Our Values.
Sustainability.
Click to view.