Company:	London College Contemporary of Arts (LCCA)
Department:	Academic
Role:	Planning and Data Analyst
Reporting to:	Academic Dean(s)
Direct reports:	n/a
Location:	Tower Hill, London
Salary:	Competitive

Role Summary

The role provides information and insight to support evidenced-based decision making on institutional-wide strategy and planning. The purpose of the role is to provide planning and analytical support to senior members of the department, working across organisational boundaries, with colleagues in Academic Schools and Professional Service Departments. The role involves interrogating data from a range of sources, producing papers and briefings, drafting, and updating policy documents and some systems maintenance and development.

As a senior leader who believes in collective leadership, the postholder will be capable of comprehending and assisting the entire department's needs, be part of the Senior Management Team (SMT), and work alongside others to establish LCCAs strategic direction, demonstrating inclusive and cooperative work practices that are crucial to our accomplishments.

The role-holder will work with the academic team, to meet organisational objectives throughout the college, through contributing to cross-college initiatives and the delivery of staff training and development programmes by continuously improving our blended learning approaches. Within this role, possessing leadership qualities, emotional intelligence, and the ability to collaborate across the different teams are considered as important as having the necessary specific knowledge and skills.

Purpose of the role

The role provides information, insight, and analysis to support evidenced-based decision making on institutional-wide strategy and planning. The role has responsibility for the planning of all aspects of the academic planning cycle, ensuring effective planning, monitoring, and challenge in the achievement of institutional strategic priorities. Providing direct support and integrated planning it has a key role in advising on the future direction of the college and its longer-term priorities.

The purpose of the role is to provide planning and analytical support to senior members of the department, working across organisational boundaries, with colleagues in Academic Schools and Professional Service Departments. The role contributes to the development, preparation, monitoring, and evaluation of college performance through the interpretation of complex management information. The role is integral to the enhancement of data management and data integrity across the college and the role holder undertakes both quantitative and qualitative research and project work.

Job Profile

To succeed in this role, you will have:

Highly developed analytical skills, with a strong eye for detail and ability to communicate complex information.

Excellent IT skills and experience of using the full Microsoft Office package, including advanced use of Excel.

Experience of working to tight deadlines and to manage changes of priority and schedule.

Excellent organisational, prioritisation and interpersonal skills

Key Activities & Responsibilities

- Carry out appropriate analysis and evaluation, independently, on a wide range of relevant and often complex sources of data and producing appropriate reports and papers, adapted to suit a range of audiences, ensuring outcomes are clearly and coherently disseminated, to inform institutional planning, policy, and decision-making.

- Take a lead role in the further development, oversight and reporting related to the College's Workload Allocation Management System (WAMS). This includes, analysing and interrogating data, drafting, and updating policy documents, systems maintenance, and development, and providing advice, support, and guidance to colleagues in Academic Schools and Professional Service Departments, as well as the producing regular reports and briefings.

- Undertake analysis to monitor and benchmark the College's performance and position across the sector against a range of measures and rankings, in consultation with colleagues within the department and across the College.

- Support and further enhance the department's Business Intelligence and Management information offering through the development of data visualisation applications and tools.

- To participate in and support where necessary relevant institutional working groups, including preparing minutes, reports and briefings as required.

- Support senior colleagues on priority projects, undertaking initial scoping, data interrogation and evaluation to enhance outcomes and aid successful conclusion.

- Be a lead advocate in the improvement of data literacy and the best use of data, through enhancing the dissemination of institutional data to relevant colleagues across the College; including presenting findings of analysis within and outside of the institution, ensuring outcomes are clearly and coherently disseminated in an appropriate and timely fashion.

- Develop and maintain effective working relationships and networks across all areas of the College and our Students' Union, and in particular, with key colleagues in Information Services, Marketing and Communications, Academic Services and the Finance Department.

- Liaise with and develop effective links with key contacts in relevant external organisations, as appropriate, including for example, HESA, UCAS, OFS etc.

General responsibilities

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.

- To adhere to the College's Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.

- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.

- To work in accordance with the Data Protection Act 2018 and UK GDPR.

Requirements for the role

Qualifications/Education	
Essential	Desirable
• Relevant BA and postgraduate qualification or equivalent professional experience • Evidence of a high level of analytical, communication and problem-solving ability	• PhD or Higher-level research degree • Fellowship (or Higher) of the Higher Education Academy

Knowledge & Skills
Essential
· Knowledge and understanding of the issues and context within which UK Higher Education operates. · Knowledge and understanding of a range of quantitative and qualitative data analysis techniques and processes and ability to apply in a business context. · Ability to interpret and clearly present complex data and information in an engaging and intuitive way

· Excellent organisational and prioritisation skills with the ability to manage and deliver several tasks concurrently.

· High levels of numeracy and literacy with attention to detail and accuracy

· Excellent IT skills and experience of using the full Microsoft Office package. Proficient in the use of Excel and PowerPoint

· Ability to analyse quantitative and qualitative data using appropriate software: including Advanced Excel skills, and/or other relevant statistical applications

· Working with SharePoint or other file sharing systems

Experience
Essential
· Demonstrable experience of gathering, analysing, interpreting, and reporting data and information using a range of different software packages and approaches. · Demonstrable experience of communicating outputs of complex analysis to a range of audiences and using a range of methods · Highly developed interpersonal skills with the ability to communicate complex information in a clear, appropriate, and understandable way to a variety of audiences, both orally and in writing · Experience of dealing with staff at all levels, including senior managers and ability to work collaboratively with others to ensure required objectives are met. · Experience of working to tight deadlines and to manage changes of priority and Schedule · Ability to manage small scale projects

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, GDPR, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other sites within London and across the UK.