

Vacancy

Job Title:	Senior Statistical Analyst
Salary range:	£45,256 - £52,399 Appointments expected at the lower point of the band
Location:	2 Capital Quarter, Cardiff; hybrid working
Closing Date:	19 May 2024
Interview Date:	4 June 2024
Number of Posts:	1
Vacancy Reference No:	HE0178/719
Contract type:	Permanent. This post is full time, but could be suitable for job sharing or part time at a minimum of 0.8FTE for the right candidate. Also suitable for secondment.
Other relevant information:	Employee benefits include access to the Civil Service Pension Scheme, flexible working and 30 days' annual leave (excluding bank holidays).

Background

The Higher Education Funding Council for Wales – HEFCW – is the public body operating between the Welsh Government and higher education providers. We regulate fee levels at higher education providers, ensure a framework is in place for assessing the quality of higher education and scrutinise the performance of universities and other designated providers. We also provide funding for higher education teaching, research and innovation, and apply our influence and expertise to help deliver Welsh Government priorities for higher education that also have wider societal and economic benefits.

Our Future

The Welsh Government is implementing changes to the post compulsory education and training landscape in Wales, establishing a new sponsored body in 2024 responsible for funding and regulating all post-16 education, the Commission for Tertiary Education and Research ([CTER](#)). The intention is for the full range of HEFCW's functions and responsibilities to form part of this new body, and we are working with colleagues in the Welsh Government on implementing the new arrangements.

Equality, Diversity, Inclusion and Welsh Language

HEFCW is a Disability Confident and Living Wage accredited employer. We are committed to promoting a diverse and inclusive workplace and we particularly encourage LGBTQ+ applicants, disabled applicants and people from an ethnic minority background, who are currently under-represented at HEFCW.

We encourage candidates to contact the line manager, Hannah Falvey (hannah.falvey@hefcw.ac.uk), or our HR department (hrdepartment@hefcw.ac.uk) in complete confidence with any queries about the vacancy or application process.



We are pleased to accept application forms in Welsh and English.

Security vetting

All employees are subject to a Baseline Personnel Security Standard (BPSS) check and a basic Disclosure and Barring criminal record check. Offers of employment are subject to satisfactory returns for both.

How to apply

Applications must be in the form of a completed application form addressing the requirements of the post and should be returned to hrdepartment@hefcw.ac.uk. CVs will not be accepted. Should you have any queries please contact the HR Department on 029 2085 9645.

Job Description



The Welsh Government has announced its intention to implement changes to the post compulsory education and training landscape in Wales, establishing a new sponsored body in 2024 responsible for funding and regulating all post-16 education, the Commission for Tertiary Education and Research (CTER). The intention is for the full range of HEFCW's functions and responsibilities, including those in the job description below, to form part of this new body, and we are working with colleagues in the Welsh Government on implementing the new arrangements.

This is the current job description. References to HEFCW in the job description below will change to CTER when the new organisation is operational from August 2024.

1. Particulars of the Job

Job Title	Senior Statistical Analyst
Title of Line Manager	Head of Statistics
Team	Regulation and Analysis
Date of Description	April 2024
Level	4

Statement of Overall Purpose

To:

- Support the Head of Statistics and the Director of Regulation and Analysis in effectively delivering the Statistics team's activities relating to funding, data collection, dissemination, analysis and statistical publications.
- Take responsibility for a variety of data collection and extraction activities necessary to support tertiary education funding in Wales, and provide advice and guidance to policy teams on the statistical aspects of their work.
- Ensure effective liaison with Jisc, data contacts and other institutional representatives in carrying out all tasks.

So that HEFCW benefits from a high quality statistical service to underpin its work and deliver its Corporate Strategy objectives.

2. Key Activities Directly Linked to Overall Purpose

2.1	Manage data collection processes and data extraction exercises to ensure that HEFCW receives information from tertiary education providers in an accurate and timely manner that is fit for purpose. Maintain effective communication with data contacts and other institutional representatives,	15%
2.2	Keep up to date with data collections and definitions such as those relating to the Higher Education Statistics Agency (HESA) records collected by Jisc and input into reviews and developments.	5%
2.3	Manage, update, monitor and be responsible for the Information Reporting Interface Service (IRIS) system at HEFCW to ensure that relevant summary reports are available to tertiary education providers to review on submitting higher education student data to Jisc. Liaise with Jisc about implementation and providers about content.	15%
2.4	Develop funding models and extract the data to be used in the calculation of allocations of funding. Be the primary point of contact for particular data sources, including taking part in any reviews and developments, and work with Jisc and internal colleagues to analyse and disseminate information. Provide explanations of models and calculations to internal and external colleagues via presentations and other methods as required.	15%
2.5	Maintain an overview and ultimate responsibility for the Knowledge Management System (KMS). Develop, review and implement changes as necessary, with the Statistical Analyst.	20%
2.6	Contribute to checking of data analysis and funding allocations where required. Respond to policy priorities and ad hoc queries by providing analysis and advice as necessary. Ensure that data are shared via an appropriate means, whilst complying with internal policy and data protection legislation.	10%
2.7	Line manage the Statistical Analyst with responsibility for the KMS. Coach and provide advice, guidance and support as required. Determine annual objectives and training requirements. Undertake performance management reviews and provide feedback.	10%
2.8	Attend and contribute to internal groups such as the Data and Analysis Group and other internal and external meetings as required, including deputising for the Head of Statistics as necessary, for example, at meetings with Jisc. Meet with data contacts at providers as required to provide advice and guidance on data requirements, funding methods and data analysis. Undertake continuing professional development as necessary to keep up to date with recent developments, for example, in statistical analysis, data visualisation and programming.	5%
2.9	Carry out activities and fulfil responsibilities which contribute to the economic, effective and efficient operation of HEFCW/CTER including, but not limited to, responsibilities in respect of Information Security; risk management; statutory duties related to Welsh language, equalities and wellbeing of future generations; financial regulation; and Health, Safety & Environment.	5%

3	<u>Resources Impacted On (i.e. budgets, people)</u> Line management of one member of staff (Statistical Analyst).
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4	<u>Minimum Capabilities Required to do the job 'Fully Met' or Equivalent Level of Knowledge</u>
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4.1	<u>Qualifications</u> Essential: Degree or equivalent qualification in a subject with a strong numerate and problem solving component, or equivalent experience. Desirable: Postgraduate or equivalent qualification in mathematics or statistics.
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4.2	<u>Work Experience, Personal Qualities and Skills in Dealing with People</u> Experience of carrying out complex data manipulation on very large data sets through appropriate software packages, including specialist programming languages such as SAS, in addition to excellent general IT skills. Experience of using data visualisation software such as Power Bi. Able to learn and use new technology, including new programming languages and to keep up to date with data visualisation and other software. Able to understand and present complex issues to a wide variety of audiences using written and spoken methods of communication. Good understanding of the tertiary education sector and the data relating to it, particularly higher education, preferably gained through previous experience working in tertiary education related roles. A high degree of numeracy and attention to accuracy and detail. Must have excellent problem solving skills. Able to take full responsibility for a project or area of work, work independently and make decisions where necessary. Knowledge and understanding of maintaining secure records, adhering to data protection guidance. Able to manage workload and adhere to strict deadlines. Able to contribute to discussions and put forward ideas. Must have good organisational skills and be able to prioritise workload. Experience of line managing and coaching and developing team members being line managed. Excellent team player and able to develop and maintain good working relationships, with internal colleagues, the tertiary education sector and other external partners (e.g. Jisc). Able to demonstrate HEFCW values (Integrity, Supportive, Innovative, Resilient). Able to work bilingually in Welsh and English (desirable).
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