

# **Job Description and Person Specification**

**Head of Data Management and  
Statutory Returns**

**March 2026**

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## Purpose and Values

### Purpose

**Our purpose is:**  
Breaking down barriers together.

### Values

**Our values are:**  
Dare to be different  
Make things happen  
Don't be mean

## Job Description

<b>Job Title:</b>	<b>Head of Data Management and Statutory Returns</b>
<b>Salary:</b>	Grade 3: £48,180 to £58,680
<b>Hours of Work:</b>	37.5 hours per week  Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]
<b>Working from home:</b>	At the line manager's discretion, the postholder may be permitted to work from home; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment
<b>Holidays (Paid):</b>	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
<b>Pension:</b>	Contributory pension scheme  Full details are available from the Finance Department
<b>Main purpose of the role:</b>	Undertake the role of Head of Data Management and Statutory Returns  To lead in the statistical interrogation and analysis of internal and external data sets  To lead on the submission of all external data returns in accordance with regulations, policies and procedures
<b>Reporting to:</b>	Acting Chief Operating Officer
<b>Location:</b>	7 Bedford Square, London, WC1B 3RA

## Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Undertake interrogation and analysis of large internal and external data sets, ensuring compliance with internal protocols, exploring trends and statistical significance across multiple variables, in relation to student retention, continuation, and attainment; JISC; the Teaching Excellence Framework; the National Student Survey; post-graduation student destinations (graduate outcomes); equality, diversity and inclusion; disadvantaged and underrepresented groups.
  - Through such interrogation and analysis, measure the Institute's performance against any relevant key performance indicators and/or benchmarks (internal and/or external).
  - Use such interrogation and analysis to identify relevant business intelligence that can be used to inform the decision-making process.
- Lead on the compilation and submission of all external data returns (staff and student returns) and respond to and resolve all queries on the data committed.
- Lead on the compilation of all internal data reports, for example, to report on the Annual Key Performance Indicators.
- Ensure relevant teams are provided with guidance to implement improvements in data quality throughout the student life cycle from the point of enrolment.
- Undertake internal data audits with regards to data within our Student Management System and prepare a report of findings and recommendations to relevant colleagues as required.
- Work collaboratively across teams to provide statistical and data support, to include taking a process driven approach towards the collection of data at all stages of the student lifecycle, to identify any gaps in processes and to make appropriate recommendations.
- Analysing and interpret data trends and performance metrics to support institutional strategy and policy development and present to the Board of Directors, Strategic Leadership Team and Senior Management Team.
- Develop dashboards and other data visualisations to communicate insights effectively to non-technical stakeholders.
- Keep up-to-date with policy and legislative changes affecting data, such as equality legislation, consumer legislation, Office for Students and JISC policy and procedures, and national and international educational developments.
- Stay up-to-date with industry trends, technological advancements, and best practices related to data management, statutory returns, and higher education compliance.
- Advocate for innovation in data management and reporting systems, exploring opportunities for automation, integration, and improvement of data processes.

- Ensure compliance with the Institute's regulations, policies and procedures including the Equality, Diversity and Inclusion Policy.
- Proactively contribute to Registry's strategic and operational planning.
- Work collaboratively with all members of staff.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation and refrain from sharing any personal or other information relating to students with any third party without the Line Manager's express permission.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

***The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.***

## Person Specification

### Essential criteria [i.e. the criteria that an applicant must satisfy]

#### **Qualifications**

- Undergraduate degree and/or postgraduate degree, or equivalent professional qualification/experience.

#### **Experience and attributes**

- Significant experience of working in a data function within a higher education provider.
- Strong track record of manipulating large data sets and managing complexity (data definitions, data landscape etc) to producing formal reports to a high standard; data quality, accuracy etc. Delivery focused with excellent attention to detail.
- Risk management mindset, that places a value on documented processes, key controls and independent assurance activity as an opportunity to drive standards.
- Significant experience of leading on the submission of JISC's student and staff data collection returns.
- Understanding of the Office for Students regulatory framework and policies.
- High level of proficiency in data management systems, databases, and statistical software (e.g., SQL, Excel, R, Python) Experience of using a Customer Relationship Management system (e.g. Enrolly Apply).
- High level of proficiency in the use of Microsoft Office, PowerPoint and Outlook; SharePoint; and Microsoft Teams.
- Advanced Excel skills and ability to deal with large datasets in Excel (including use of VLOOKUP formulas, pivot tables).
- Ability to use or to learn to use Tableau business intelligence software to visualise the results of analysis.
- Experience of working with cross-functional teams and collaborating with senior leadership.
- Strong communication skills, with the ability to present data findings to both technical and non-technical audiences.
- Leadership skills including risk management, the ability to influence, engage and simplify complexity and ability to work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

### ***Personal qualities***

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.
- Commitment to living the Institute's values: Dare to be different; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's purpose.
- Genuine commitment to equal opportunities, widening participation and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

### **Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]**

#### ***Qualifications***

- None

#### ***Experience and attributes***

- None

### **Guaranteed Interview Scheme for applicants with a disability and other related information**

We actively encourage applications from persons with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, People, Talent and Culture Manager at [antony.charles@bil.ac.uk](mailto:antony.charles@bil.ac.uk). Please refer to our [Staff Recruitment and Development Policy](#) for further information.