



## **Planning and Data Support Officer (0.6 FTE)**

**(Post Reference NU3925)**

Salary Scale: £31,637 - £34,132 per annum (pro rata)

**Vice-Chancellor**  
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

# **Birmingham Newman University**

The university is named after the 19<sup>th</sup> century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students with outdoor and indoor facilities. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy which started in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

We are proud to be ranked as 1st for Student Satisfaction 2025 by the Good University Guide, while also we were 1st in the West Midlands and 7th in England for full-time student satisfaction in the National Student Survey 2024. Enrolments from non-selective state schools are one of the highest in the country (99%) and Birmingham Newman University has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with more than 50 schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. Birmingham Newman University has also retained its Silver status in the latest Teaching Excellence Framework, which was published by the Office for Students. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2021) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding.

## **Our mission**

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society. Birmingham Newman University prides itself on community and inclusion both on campus in relation to our students but also in terms of outreach and engagement.

Birmingham Newman University is currently implementing the 2020 – 2025 Strategic Framework which was derived from conversations with staff, students and our wider communities. It represents a widely shared view of the future of Birmingham Newman University

This framework presents our objects, vision, mission, values and six strategic objectives, with a focus on working in partnership with, and transforming the lives of our students.

**Our values:**

- We champion and give voice to the catholic traditions of education, equality, and social justice.
- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

**Our strategic objectives:**

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

The 2020 – 25 strategic plans focus on the success of our students, and the growth of student numbers. Our growth will be responsible and sustainable aligned to our mission and values enabling students to gain an outstanding experience and to succeed in their chosen careers. The university offers opportunities for lifelong learning for those returning to learning or seeking a career change irrespective of age, background, or previous educational experience.

Providing a personalised student experience is a hallmark of the Birmingham Newman University offer, we listen to our students to continually shape the university experience, to ensure that our students are at the heart of all that we do.

## Job Description

<b>Job Title:</b>	Planning and Data Support Officer
<b>Grade:</b>	6
<b>Salary:</b>	£31,637 - £34,132 per annum/pro rata
<b>Hours:</b>	Part-time (0.6 FTE)
<b>Department:</b>	Planning and Systems Development
<b>Reporting to:</b>	Head of Planning and Systems Development

### Purpose of Post

As a Planning and Data Support Officer you will have a role in providing understanding into our organisational performance particularly with regards to student data. This includes being responsible for collecting and validating new data, and preparing and writing papers and management information reports using a variety of tools and software. A key requirement will be to build and maintain new system developments using Excel and Power BI. You will also assist with user testing new developments and changes on student records system (currently SITS) such as enrolment, re-enrolment, module registration and graduation; lead in the collection and validation of data for the external student data statutory returns, specifically Data Futures; work closely with colleagues from other departments including Faculties and the Academic Registry in order to ensure the student experience is of a high standard.

Collaborating with colleagues in the small Planning and Systems Development team within the University Secretary's Office, you will be expected to contribute to the overall work of the department. You will also be working with other teams across Birmingham Newman and have the opportunity to use a range of techniques and tools across a variety of data sources to provide engaging and insightful reports and data visualisations.

The post holder will also be highly numerate with effective communication skills and provide planning and analytical support for a range of activities that will lead to timely interventions that improve the student experience and outcomes. While support and training will be available, you will need to take initiative with regards to appropriate calculations, technical solutions and assumptions and demonstrate integrity and fairness.

## **1. Main responsibilities:**

- Develop technical solutions to support the work with a range of datasets in order to extract, cleanse, analyse and report on data (not necessarily just student data) in order to derive greater value from it. To contribute with the work on assessing the University's performance against a range of key performance indicators, e.g. our new University Vision and Strategy, our new Access and Participation Plan, applications, enrolment and graduate employability data. Provide data modelling and analysis to inform institutional strategic planning.
- To work with colleagues in the Planning and Systems Development team to maintain and enhance the variety of tasks on the student records system (currently SITS).
- To investigate complex data matters and use modern business intelligence tools and techniques as appropriate for developing reporting dashboards and other data visualisations. To aid and work with colleagues across the University in gaining insight into our data and the student journey in order to support decision making and improvement in outcomes. Respond positively to changing situations and have a 'can do' attitude.
- Play a key role in the implementation and production of the HESA Data Futures return. Assist on the University's Data Futures agenda from a data definitions process and reporting perspective and become a 'go to' knowledge expert able to articulate new requirements and their impact on current procedures. Help to develop and maintain clear documentation of all processes undertaken.
- To support and advise the University Leadership Team and the University Management Team in decision making by drafting and developing relevant policies that will impact University performance. Provide insight into the impact of changes in the external environment, e.g. regulatory change.
- Liaise with JISC/HESA, Office for Students and professional bodies as required.
- To proactively manage expectations and levels of understanding across the University and encourage key stakeholders to translate and see value in the data on an ongoing basis. Need to be comfortable getting deep into data and explaining issues to non-specialists in a clear and concise way.

- Provide support to academic and executive committees as required. To influence and challenge decision makers as appropriate, developing strong and productive working relationships.
- Other duties as required by the Head of Planning and Systems Development and the University Secretary, commensurate with the level of responsibility of the role, as a key member of the team.
- In accordance with the University's Information Security Policy, the post holder will be dealing with the 'restricted information' and 'highly restricted information' as part of their duties.

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

## **3. General Terms**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy

and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

#### 4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
<b>Educational Qualifications and Training</b>	A good honours degree or other evidence of high level analytical, communication and problem-solving abilities.	Application and evidence of qualifications		
<b>Relevant work experience and/or knowledge</b>	<p>Demonstratable ability and competence to extract, cleanse, analyse and manipulate large volumes of data from a variety of sources.</p> <p>Knowledge of using and developing business intelligence or data visualisation tools and techniques (e.g. Power BI).</p> <p>Proven experience of project management.</p>	Application/ Interview	<p>Previous experience of working within the Higher or Further Education sector.</p> <p>Experience of using student information record systems (e.g. SITS or other).</p> <p>Familiarity with JISC/HESA and other HE regulatory body data returns.</p>	Application/ Interview
<b>Relevant and/or Specific skills required</b>	<p>Possess good interpersonal and communication skills.</p> <p>Highly logical and numerate.</p> <p>Possess excellent IT skills.</p> <p>Proven analytical and problem solving capabilities.</p>	Application/ Interview / Assessment	Possess effective presentation skills.	Application/ interview
<b>Personal qualities and attributes</b>	<p>Ability to work effectively as an individual, as part of a team and in partnership with others.</p> <p>Flexible in approach.</p>	Interview		

<b>Criteria</b>	<b>Essential</b>	<b>Form of Assessment (*amend as applicable)</b>	<b>Desirable</b>	<b>Form of Assessment (*amend as applicable)</b>
	<p>Committed to delivering high quality data management information.</p> <p>Methodical, good attention to detail (particularly in ensuring good data management and improving data integrity) and the ability to complete work to a high level of accuracy.</p> <p>Capability of demonstrating proactivity and self-motivation.</p>			

## General Terms & Conditions of Employment

This post is a part time (0.6 FTE) appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 6 £31,637 - £35,132 pro rata/per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

## Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

## Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

## Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme,

occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website:

<https://www.newman.ac.uk/knowledge-base/staff-benefits/> or please contact the Human Resources Department.

### Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. CV's are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

**Closing date for applications: 9 July 2025**

**Interviews will take place on: 29 July 2025**

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### Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](https://www.newman.ac.uk/privacy-notices/#blueprint) available at [www.newman.ac.uk/privacy-notices/#blueprint](https://www.newman.ac.uk/privacy-notices/#blueprint) 5