

JOB DESCRIPTION



Job Title: Business Intelligence Manager
Department: Executive Officer
Faculty/Professional Service: Professional Services
Location: Keppel Street, London
Reports to: Head of Strategic Planning & Executive Office
Responsible for: Strategic Planning & Analytics Office
Full Time/Part Time/Casual: Full-time
Grade: Grade 7
<p>Overall Purpose of the job:</p> <p>The Business Intelligence Manager is responsible for a variety of important initiatives and activities in strategic planning at LSHTM. The main focus of the post is the analysis, interpretation and modelling of data to inform strategic decision-making and planning activities; communicating this effectively, both in writing and orally. The post is integral to the ongoing work around LSHTM's Strategy and the development, preparation and monitoring of key performance indicators. The post is also focused upon performance analysis for LSHTM's integrated Planning Cycle for Faculties and Professional Services, oversight of statutory and external data returns, promoting data quality and management of the work of the strategic planning team.</p> <p>The post holder will be required to navigate relevant policies and procedures, lead on data collection, analysis and modelling, providing analysis of complex requirements, using experience and judgement to make proposals and recommendations to committees such as the Executive Team and the Strategy Boards. Excellent judgement and communication skills, coupled with a high level of knowledge of HE sector funding, regulation and the data capability environment are therefore essential to this role. Excellent project management skills are also key to ensure that high quality work is delivered to agreed timelines with multiple projects occurring simultaneously.</p> <p>The post holder will be expected to work in partnership with other teams and academic leaders in LSHTM, both within Faculties and with key central Professional Services departments. The ability to develop strong and productive working relationships with senior colleagues from other parts of the organisation is essential. The post holder is required to influence and provide advice to senior members of LSHTM and key stakeholders including members of the LSHTM Council, the LSHTM Director and members of the Executive Team.</p>

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing education in public and global health.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To discover more about LSHTM please click [here](#).

Our Values

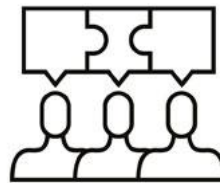
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. To find out more please click [here](#).



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Strategic Management Information

Use a specialist analytical skill set to lead on performance analysis across a range of areas and develop LSHTM's management information capabilities.

- Lead on the articulation, preparation, analysis and development of the Strategy measures of success, targets and KPIs for Council, Executive Team and the Strategy Boards across the domains of research, education, people and culture and enabling operations.
- Lead on the development and implementation of an effective institutional business intelligence governance framework, working in partnership with IT Services, to enable LSHTM to make data driven decisions at all levels of activity.
- Lead on the development and implementation of a roadmap for Power BI management information dashboards across LSHTM to underpin decision making for Executive Team, Faculties and Departments. Work in partnership with IT Services to develop and implement a supporting data governance framework for dashboard reporting, and with functional data leads to develop dashboard reporting in relation to research, education, staff and operations. Act as the business lead for LSHTM's Power BI application.
- Work with Faculty leads and Professional Services leads including the Head of Operational Delivery and Head of Registry and Student Systems to understand management information reporting requirements and develop solutions.
- Lead and own a suite of management information dashboards with engaging data visualisations and guide and support functional data leads to develop their dashboard visualisations and reports.
- Lead on the provision, analysis and visualisation of benchmarking and comparator data sets for the Executive Team and key stakeholders. Act as the institutional business lead for LSHTM's HEIDI Plus subscription and provide expert advice and guidance to colleagues on correctly interpreting the HESA data sets contained therein.
- Manage work analysing league tables to optimise LSHTM's positioning.
- Provide rigorous analysis of data to make recommendations to LSHTM's committees and use judgement to guide senior leadership as required.
- Provide advice and support to the LSHTM Executive Team on strategic data related matters.
- Regularly convene a community of practice of functional data analysts across LSHTM and provide specialist/technical advice, support and training to colleagues, in order to integrate and enhance LSHTM's data and management information.
- Act as the institutional lead and champion for data quality at LSHTM, providing staff with advice, guidance and toolkits for good practice in data quality, data collection and analysis.
- Be a trusted adviser to Faculties and Services, providing advice and guidance on management information issues such that any required changes in processes or new data needs are identified promptly and action plans put in place to achieve them.

Data Returns

- Oversee the schedule of statutory data returns required of the School, ensuring that returns are submitted on time, are accurate and are optimised e.g., in terms of funding received.
- Keep abreast of any external data return changes to requirements and the potential impacts on LSHTM, brief senior leaders on developments and generate ideas and solutions to overcome any issues.

Strategic Planning

- Lead on the development and provision of performance analysis and business intelligence to inform LSHTM's strategic planning processes. This includes strategy development and implementation, the integrated Planning Cycle for Faculties and Professional services, and the development of strategic business cases.
- Work with the Head of Strategic Planning, Finance Director and Director of Education Services to contribute to LSHTM's student number planning processes, by ensuring student number planning is effectively embedded in the Planning Cycle and Faculty Operating Plans and budgets and providing comparator and competitor data analysis.
- Work with the Head of Strategic Planning, Finance Director and Faculty planning leads on the development and monitoring of Faculty-level targets and KPIs, ensuring that these are consistent with institutional planning frameworks and parameters agreed by Executive Team.
- Provide strategic support and technical advice to Faculty planning leads and Professional Services planning leads in the development of SMART objectives, with a particular focus on embedding the provision and monitoring of metrics.
- Horizon scanning and trend analysis of the external environment to monitor LSHTM's current and emerging position within the Higher Education sector and provide briefings to Executive Team.
- Lead on responding to external consultations with a strong data/data analysis component as requested by the Head of Strategic Planning.
- Lead on ad-hoc projects that are requested by the Head of Strategic Planning, Chief Operating Officer or Finance Director as required.
- Line management of the strategic planning team.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none"> Degree or equivalent qualification A-Level in a numerate subject Evidence of further professional development 	E D D
Experience	<ul style="list-style-type: none"> Experience of working with complex data sets, data analysis and the preparation of written documents in higher education or other large organisation Working with and interrogating University systems of data capture – students records (SITS), finance systems (Agresso), HR systems, other sources of management information. Producing or reviewing external data returns (eg HESA, HESES) to meet regulatory requirements and School objectives Creating and monitoring strategy Key Performance Indicators Direct line management of staff or evidence of motivating team members to work towards a common goal 	E E D D D
Knowledge	<ul style="list-style-type: none"> Knowledge of the funding and regulatory context of Higher Education Understanding of league table issues and other external benchmarking datasets and how they impact on institutional positions. 	E D
Skills and Abilities	<ul style="list-style-type: none"> Highly numerate, with the proven ability to understand, analyse, interpret and explain complicated information and data A high degree of computer competency, in particular detailed 	E

	<p>understanding and demonstrated skill in the use of databases, spreadsheets and business intelligence reporting tools (e.g., Tableau, Power BI)</p> <ul style="list-style-type: none"> • Skilled in working within the Microsoft Office Power BI suite to industry standard i.e., desktop, query and service. Skilled in Power BI data modelling and fluent in using Data Analysis Expressions (DAX) to build Power BI reports • Highly-tuned organisational skills, including the ability to prioritise and manage own workload and the workload of others, and to identify milestones and co-ordinate activities to meet deadlines • Excellent written and oral communication skills with the ability to write for submission for the Executive Team, Council and external audiences 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>
Personal Qualities	<ul style="list-style-type: none"> • A strong personal and professional commitment to Equity, Diversity and Inclusion with an understanding of the issues affecting different equality groups • Ability to foster and nurture relationships with staff at all levels within LSHTM • The ability to apply judgement and to engage the support of others, adapting styles and approaches as appropriate 	<p>E</p> <p>E</p> <p>E</p>

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: June 2023

Salary and Conditions of Appointment

The post is full-time and permanent.

The salary will be on the Professional Services salary scale Grade 7 in the range £50,048-£57,013 per annum (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>