

Accreditations Data Analyst - School of Business - Grade G

Job Description

Purpose

To support the School Leadership Team in the delivery of the accreditations programme, by having an expert understanding of the data requirements of various national and international accrediting bodies, including AACSB, EFMD, AMBA and Small Business Charter, as well as programme accreditations including CMI, ACCA, CIPD.

To gather, manage, analyse and report on key data sets required for Business School accreditations and to provide data driven intelligence to the School Leadership Team to allow effective decision making.

To manage the implementation and provide ongoing support for the Accredinator Software System.

Duties

- Data Management & Analysis:
 - Collect, clean, and analyse data related to accreditation requirements, including performance indicators, faculty credentials, student satisfaction, outcomes data, and financial stability metrics.
 - Support the preparation of data submissions for School and programme level accreditations including, but not limited to, AACSB, EQUIS, AMBA, Small Business Charter, ACCA, CMI, CIPD.
 - Conduct regular audits and assessments of data accuracy to ensure compliance with accreditation standards.
- Reporting & Documentation:
 - Create comprehensive data reports, dashboards, and visualizations to communicate findings to stakeholders, including the School Executive Team and Accreditation Committees.
 - Assist in the development and maintenance of accreditation documentation (e.g., Self-Study Reports, Continuous Improvement Plans) by providing accurate data and supporting evidence.
 - Prepare data for presentation to senior leadership and accreditation reviewers based on data insights and trends.
- Stakeholder Collaboration:
 - Work closely with the Accreditations Manager, faculty, administration and various departments to gather relevant data and ensure alignment with accreditation standards.
 - Provide data-driven insights and recommendations to support strategic decision-making related to accreditation and school improvement.
 - Offer training and guidance to staff involved in data collection and accreditation-related activities.
- Continuous Improvement:
 - Monitor trends and changes in accreditation standards, ensuring the business school remains well-positioned for successful accreditation outcomes.

- Assist in the development and implementation of processes and software systems to improve data collection, analysis, and reporting for ongoing accreditation efforts.
- Develop an expert understanding of the Accredinator Software solution and lead in the implementation and use of this software to support accreditation goals.
- Compliance & Quality Assurance:
 - Ensure that all data is collected, stored, and reported in accordance with institutional, legal, and accreditation body requirements.
 - Maintain a comprehensive understanding of accreditation criteria and performance standards to ensure alignment with institutional goals.
 - Software Support

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of data analysis, ideally in a Business School or Higher Education sector. (Application/Interview)
- Strong quantitative skills, with the ability to work with complex datasets, conduct trend analysis, and provide insights. (Application/Interview/Test).
- Advanced proficiency in data analysis, using tools, such as Excel (Application/Interview/Test)
- Detail-oriented and able to manage multiple tasks and deadlines, with a commitment to accuracy and quality. (Application Form/Interview)
- Ability to build relationships and collaborate with diverse stakeholders, including faculty, staff and partners. (Application Form/Interview)
- Strong written and verbal communication skills, with the ability to communicate complex data insights to non-technical audiences. (Application Form/Interview)
- A strong understanding of data privacy and protection laws, especially in the context of student and employee data (Application Form/Interview).
- Ability to work independently and in a team. (Application Form/Interview)
- Knowledge and experience of utilising specialist software systems and proven ability to accurately maintain and extract data from these.
- Educated to degree level, or have relevant work experience over a sustained period. (Application Form/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Familiarity with accreditation processes, including AACSB, EQUIS and AMBA and experience of applying data analysis to these standards. (Application/Interview).

- Experience of using database analytical tools, e.g. SQL (Application/Interview)
- Experience of implementing and supporting software systems (Application/Interview)
- Experience in the use of AI to improve business processes (Application/Interview)
- Qualifications in data analytics (e.g., Microsoft Certified: Data Analyst Associate, Certified Analytics Professional, etc.) (Application/Interview)