Information Officer
Research and Enterprise

Closing date: 10 May 2019
Interview date: 30 May 2019
Vacancy reference: 7568
INTRODUCTION

The University of York is committed to playing a full part in the development of the UK and regional economy through provision of innovation and skills support for businesses, working through its partnerships with local authorities and development organisations. The university is required to report on a range of metrics on an annual basis including the annual Higher Education Business and Community Interaction Survey (HE-BCIS) and the Knowledge Exchange Framework (KEF). In order to respond to the growing reporting requirements and to utilise the data collected to help drive the strategic direction of the university the Research and Enterprise Directorate is seeking to appoint a suitably qualified information officer to address the growing need to collect, analyse and report on this economic data.
Main purpose of the role

The primary responsibility of this role will be to support the monitoring and reporting of activity, specifically collecting and analysing data and producing management information.

Key responsibilities

- Work with the Director of R&E to develop effective processes and systems for collecting and analysing the data required for KEF reporting and directorate KPIs.
  - reviewing the HEBCIS data
  - identifying gaps in data required for KEF and developing robust processes and systems for collecting additional data
  - providing regular reports on performance against directorate KPIs
  - preparing data for the KEF return
- Work with the Head of Economic Development to complete the annual HE-BCIS survey return for HESA.
  - Developing the method of collection of data from University departments and subsidiaries
  - Analysing data eligibility in relation to HESA HEBCIS guidance
  - Completion of survey reports tables for submission via the HESA online system
  - Addressing any data issues/queries raised by HESA as part of their data check
- Providing summary reports for management outlining the current University position with respect to the HE-BCIS return and how our figures compare to other HE organisations.
- To develop and maintain a programme of knowledge exchange and economic datasets
- To use this data to monitor and analyse the performance of the University against KPI targets.
- To analyse the impact of University economic interventions upon the regional/local economy and SME beneficiaries.
- To analyse and identify gaps in the regional economic provision to high growth/Scale Up SME’s
- To support the commissioning and management of external programme evaluations and customer surveys and analyse and interpret their outcomes.
- To assist directorate team members with the submission of funding applications, specifically the creation of supporting evidence to support the proposal.
- To assist project staff and other members of the team with the preparation of project claims where required, including certification of copies of documentation as being true to originals
- Provide timely and effective support to stakeholders in the university including the PVC for Partnerships and Enterprise with the analysis and preparation of data to inform reporting to the University Executive Board and other Committees.
- To ensure that service levels are continuously met and improved upon by close liaison with all relevant parties.
- To pro-actively contribute to continuous improvement of processes, procedures and systems to improve efficiency.

JOB DESCRIPTION

At a glance

Salary £25,482—£31,302 a year

Hours of work Full Time / 37 hours a week

Contract type Fixed term until 31 December 2021

Based at Heslington Campus East
# PERSON SPECIFICATION

## Qualifications

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Relevant degree or equivalent professional qualifications</td>
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## Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>Essential</td>
<td>Knowledge of basic data management and data analysis strategies</td>
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<td>Essential</td>
<td>Knowledge of analysis and clear graphical presentation of resulting information (e.g. charts)</td>
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<td>Essential</td>
<td>Thorough knowledge of all Microsoft Office applications</td>
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<td>Desirable</td>
<td>Knowledge of financial management/accounting systems and procedures</td>
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<td>Desirable</td>
<td>An understanding of the University strategic drivers and the sources of information that can provide evidence to support this</td>
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## Skills, abilities and competencies

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Skills, abilities and competencies</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Ability to interpret and analyse complex statistical data</td>
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<td>Essential</td>
<td>Initiative and problem solving skills</td>
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<td>Essential</td>
<td>Ability to manage large amounts of project information in a consistent, organised and timely manner</td>
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<td>Essential</td>
<td>Able to work under pressure but still provide high quality work with attention to detail</td>
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<td>Essential</td>
<td>Strong interpersonal skills, able to liaise with UoY project staff and external stakeholders effectively</td>
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<td>Essential</td>
<td>Ability to write clearly, concisely and persuasively for reports and presentations</td>
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<td>Desirable</td>
<td>Strengths in evaluating project and programme performance</td>
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<td>Desirable</td>
<td>Excellent IT skills, including use of Microsoft Office</td>
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# PERSON SPECIFICATION

## Experience

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<tbody>
<tr>
<td>Experience of working with complex spreadsheets</td>
<td>Essential</td>
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<td>Experience of producing technical statistical reports for management, relaying the key management information in an accessible manner</td>
<td>Essential</td>
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<tr>
<td>Experience of sourcing and interpreting data in order to monitor impact and inform future decisions</td>
<td>Essential</td>
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<tr>
<td>Experience of interpreting and analysing financial information</td>
<td>Essential</td>
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<td>Experience of HE-BCIS returns and the types of information that is collected and analysed</td>
<td>Desirable</td>
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<td>Experience of supporting project funding proposals</td>
<td>Desirable</td>
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<td>Experience of monitoring beneficiary information</td>
<td>Desirable</td>
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<td>Experience of working within higher education or a similar environment</td>
<td>Desirable</td>
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## Personal attributes

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<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Able to work independently or as part of a team</td>
<td>Essential</td>
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<tr>
<td>Excellent oral and written communication skills, with the ability to communicate clearly and effectively with a wide variety of technical and non-technical staff at senior and junior levels face to face, over the phone and in writing.</td>
<td>Essential</td>
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<td>An energetic, professional and thorough approach to work, with an eye for detail</td>
<td>Essential</td>
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<td>Strong commitment to data quality and delivering timely analysis and reports</td>
<td>Essential</td>
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<td>Excellent organisational skills, flexible and the ability to plan and prioritise own workload</td>
<td>Essential</td>
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<td>Willing to take on a broad range of tasks to ensure job completion</td>
<td>Essential</td>
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<td>Confidence and credibility to represent the university to external stakeholders</td>
<td>Desirable</td>
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THE DEPARTMENT

The Research and Enterprise Directorate is the University department responsible for central management of the University’s activities and strategy in research and knowledge exchange and for providing comprehensive support to academic departments in their research and enterprise activities. Its primary purposes are to maximise excellence and financial sustainability of the University’s research and knowledge base and to ensure that the institution’s research skills, knowledge and know-how benefit external users.

The Research and Enterprise Directorate is one of the University’s professional services departments and is responsible for central management of its activities and strategy in research, impact and knowledge exchange. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. Headed up by the Director of Research and Enterprise and 2 Associate Directors, the department comprises approximately 80 staff and is divided into a number of teams:

- **The Business Development Team** provides support to academics to develop impact from their research discoveries and expertise through commercial engagement.

- **The Continuing Professional Development Unit** provides support to departments for the development and management of commercial CPD courses.

- **The Economic Development Team** provides advice and support on Economic Development funding and helps promote the University to businesses and organisations across the region.

- **The IP and Legal Team** provide contractual support for research, commercialisation and business development contracts.

- **The Research Development Team** works with the Pro-Vice Chancellor for Research, the Research Champions and the Associate Deans for Research to identify and develop emerging cross-institutional research strengths and strategic priorities and provide input into the creation and submission of strategically-important applications.

- **The Research Excellence Training Team** provide training and development opportunities for all University researchers. Research Grants and Contracts verify and submit grant applications, approve research-related contracts and provide financial management of live awards.

- **Research Strategy and Policy Office** support the Pro-Vice Chancellor for Research and the implementation of the University’s Research Strategy and provide expert advice in relation to research integrity, reporting research outcomes, impact and research strategy.
A place where we can ALL be ourselves #EqualityatYork

THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visittyork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7568
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 10 May 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0) 1904 324835