

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Digital Learning and Research Services
Post Designation	Data and Analytics Co-ordinator
Grade	5
Post to which directly responsible	Digital Library Experience Manager
Posts for which directly responsible	None
Purpose of Job	
<p>To co-ordinate, maintain and develop Library and Learning Services' data ecosystem: people, technologies, data, insights, standards, processes and workflows, aligning the ecosystem with University data strategy and standards.</p> <p>To co-ordinate and support the development of Library colleagues' data literacy, and University wide access to relevant Library data.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To provide advice and guidance on relevant data management standards, protocols and approaches, to optimise the Library data ecosystem and align it with University data strategy. 2. To lead on prioritising, organising, extracting, transforming, aggregating, analysing and visualising Library data from relevant University technologies using the most appropriate methods, e.g. analytics and reporting tools, development of database queries, and APIs. 3. To design and create guidance and training materials for use by colleagues to support and enhance data literacy across the service. 4. To plan, design and deliver training for Library teams in the use of data and insights. 5. To ensure the data, analysis, and reporting lifecycle are automated and sustainable e.g. by developing reports, visualisations and dashboards, automatically populated with live data. 6. To ensure relevant stakeholders can access and intuitively interpret visualised data and insights to support: decision-making; continuous service improvement e.g. in collections management, user support, and training delivery; agility in response to academic and research needs. 7. To contribute to Library development discussions and decisions by presenting and explaining insights, supporting others in evidence-based evaluations of Library services to inform future change. 8. To work collaboratively with colleagues to achieve University, Service and Team objectives, including on cross-Library and University projects involving data technologies and the data environment. 9. To represent Library and Learning Services in a positive and professional way, participating in Library and University activities such as clearing, open days, welcome, graduation and other relevant events. 10. To comply with all legislative and policy requirements including accessibility, data protection, copyright, intellectual property, licensing and related University regulations and procedures. 11. To participate in relevant development activities and networks to develop new skills and competencies to meet the evolving needs of the service. To keep up to date with professional developments in the field of education, libraries, data, and any relevant technologies 12. To assist in the training and mentoring of new colleagues. 13. Any other duties commensurate with the grade as requested by senior managers. 	
Equal Opportunities	
<p>We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.</p>	
Safety, Health and Wellbeing	

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Physical Conditions

The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus).

Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.

Relationships

The postholder will work closely with colleagues and managers across the service and will work with and support the academic, administrative, technical, and managerial staff of the University.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 5 (£). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement begins at 28 days.

Hours of work per week = 37.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxx on either 0113 812xxxx or xxxxxxx@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Data and Analytics Co-ordinator	Grade 5
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/Interview/Test/Other)
1. A degree or postgraduate qualification in a relevant field e.g. data / information management, or digital / IT. And/or proven, substantial, relevant professional experience / certification.	✓	Application
2. Excellent IT knowledge, skills and experience in a range of technologies, e.g. library platforms, reading list systems, Virtual Learning Environments, research systems, resource authentication, spreadsheets and data manipulation tools.	✓	Application/Interview/Other
3. Knowledge of data management standards, data ecosystems, data analysis, information resource formats and maintaining library collections.	✓	Application/Interview/Other
4. A high level of data literacy, including the ability to source, collate and present complex data in formats to suit a range of audiences.	✓	Application/Interview/Other
5. Knowledge of issues relevant to systems management and interoperability between systems.	✓	Application/Interview/Other

Performance Attributes	Method of Assessment (Application/Interview/Test/Other)
Please note that all the following criteria are essential .	
PLANNING & ORGANISATION	Application/Interview/Other
6. Demonstrates initiative, flexibility, and the ability to organise, prioritise and co-ordinate own workload and the work of others to achieve high quality results within exacting timeframes.	
TEAMWORK	Application/Interview/Other
7. Ability to work as a member of a team, providing support, communication, training and supervision to colleagues and to work without supervision when required.	
COMMUNICATION	Application/Interview/Other
8. Demonstrates excellent interpersonal, communication skills; able to explain complex topics clearly and persuasively.	
CREATIVITY & INNOVATION	Application/Interview/Other
9. Ability to take a leading role in identifying, documenting, analysing, developing, implementing and evaluating initiatives to improve processes and enhance service delivery.	
LEARNING & DEVELOPMENT	Application/Interview/Other
10. Demonstrate commitment to, and active engagement with, personal and professional development to support the evolving requirements of stakeholders in the higher education environment.	
Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Further details are available on our website .	