



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Senior Data and Reporting Manager
<b>Area:</b>	Digital Transformation
<b>Reference:</b>	EHA1578-0226
<b>Grade and Salary:</b>	Grade 9. Points 36-40. £46049 - £51753 per annum.
<b>Contract Type:</b>	Fixed Term until 31/07/2027
<b>Hours:</b>	Full Time (36.25 hours per week)
<b>Location:</b>	Hybrid with Ormskirk based L39 4QP
<b>Accountable to:</b>	Project Sponsor
<b>Reporting to:</b>	Programme Manager

## About the Role

Shape the future. Drive the change. This position provides senior leadership within Edge Hill's Student Record Systems implementation as Senior Data and Reporting Manager. You will lead the project development of a robust Management Information and External Reporting environment that will support the University's transition to new systems, processes and data governance models.

You will work extensively with both Project and BAU teams across the institution — influencing, advising and enabling long-term capability uplift, ensuring that BAU colleagues are prepared, aligned and equipped to sustain improved data and reporting practice beyond implementation.

## Duties and Responsibilities

### Strategic Leadership & Data Governance

- Lead the development and delivery of the project's Management Information and External Reporting Strategy, ensuring alignment with the institutional Data Strategy and Information Strategy.
- Provide authoritative input into student data governance, including furthering the definition and adoption of Data Owners, Data Stewards, authoritative data sources, and institution-wide standards.
- Shape and embed a coherent data architecture across CRM Recruit, Banner SaaS, Banner Insights, Ellucian EMS and related systems, ensuring integration, interoperability and the establishment of a "single version of the truth."
- Drive the creation of a post-project University-wide Student Data Business Glossary and Student Data Dictionary, working closely with Ellucian and BAU data specialists.

### Reporting, Insights and External Returns

- Lead the design, development and central oversight of all MI templates (strategic, operational insight and operational business), ensuring they are standardised, robust, well-governed and aligned to business needs.
- Oversee the development of regulatory and statutory reporting capabilities, including processes for delivering transparent, repeatable, auditable submissions through the Ellucian ERM platform.
- Ensure effective processes for data extraction, transformation and analysis across institutional tools (e.g. Banner Insights, Power BI), ensuring compliance with governance and quality standards.

## **Data Quality, Definitions and Standards**

- Lead the definition and adoption of institutional data quality expectations (accuracy, completeness, consistency, timeliness, validity, reliability).
- Ensure robust mechanisms exist for identifying, monitoring and resolving data quality issues across all stages of the student lifecycle.
- Influence BAU teams to embed improved data creation, validation and maintenance practices as part of standard business operations.

## **Cross-Institutional Liaison, Engagement and Change Enablement**

- Act as a senior project ambassador for data maturity—working collaboratively with academic areas, professional services teams and senior leaders to embed consistent and aligned data practices.
- Provide expert guidance to BAU teams, enabling them to understand new data models, reporting tools, responsibilities and governance expectations.
- Drive behavioural and cultural change to strengthen institutional data literacy, ownership and accountability.
- Ensure effective communication and engagement strategies are in place to support staff through changes to systems, data structures and reporting processes.

## **Project Leadership, Delivery & Line Management**

- Provide senior leadership within the SRS Project Team, ensuring data, reporting and governance workstreams progress in accordance with project plans and milestones.
- Line-manage data/reporting specialists within the project, setting clear objectives, supporting development, and ensuring high-quality delivery of work packages.
- Identify and manage risks, issues, dependencies and constraints relating to data, MI and reporting.
- Provide expert input into project planning, readiness assessments, testing cycles, cutover planning and post-go-live support models.
- Ensure that all data-related aspects of change management (process change, cultural change, training, governance and communications) are fully integrated into project delivery.

## **Capacity Building and Long-Term Sustainability**

- Influence and coach BAU teams to prepare for post-project operational responsibilities, ensuring they are confident and capable in operating future MI/reporting environments.
- Support the establishment of a permanent central function responsible for MI and external reporting governance once the project concludes.

- Develop training materials and deliver training for Data Owners, Data Stewards, MI users (expert, intermediate, self-service and viewer roles) and teams involved in data creation or reporting.
- Ensure that handover to BAU includes complete documentation of all reporting catalogues, processes, data flows and governance arrangements.

### **Continuous Improvement & Insight-Driven Practice**

- Promote a culture of continuous improvement, ensuring reporting, data quality processes and governance evolve in line with institutional needs.
- Drive the adoption of advanced analytical capability across the university, supporting responsible innovation, forecasting and evidence-based decision-making.
- Maintain current awareness of sector trends, regulatory changes and best practice in HE data, reporting and analytics.
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In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equality & Diversity and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

### **Eligibility**

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

## Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree or equivalent professional experience in data management, information systems, analytics, or a related field.	Essential	Application
Evidence of continuous professional development demonstrating senior-level knowledge of data governance, reporting, analytics or HE regulatory data.	Essential	Application
Professional qualification in data management, business intelligence, analytics, project management (PRINCE2, Agile), Lean, continuous improvement or equivalent methodologies, or equivalent applied expertise.	Desirable	Application
Postgraduate qualification in data, information management, computing, or a related discipline or certification in data governance, data architecture, or analytics frameworks (e.g., DAMA, DCAM, Microsoft, Power BI).	Desirable	Application

### Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Expert knowledge of data governance, including ownership models, stewardship, definitions, authoritative sources and data quality management.	Essential	Application, Supporting Statement and Interview
Strong understanding of HE student lifecycle data and external regulatory reporting requirements (HESA, OfS, UKVI, PSRBs).	Essential	Application and Interview

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Advanced knowledge of data architecture, modelling, metadata management and enterprise data standards.	Essential	Application, Supporting Statement and Interview
Knowledge of HE sector data architecture and integration with wider environments (learning systems, finance, timetabling).	Desirable	Application and Interview
Understanding of MI development lifecycles, reporting governance and template management.	Desirable	Application and Interview
Significant experience leading the development, governance and improvement of data and reporting environments in complex organisations.	Essential	Supporting Statement and Interview
Experience managing reporting infrastructure, including MI templates, data visualisations and dashboards.	Essential	Supporting Statement and Interview
Proven experience delivering high-quality regulatory/statutory reporting with strong auditability.	Essential	Application and Interview
Experience managing data staging environments, data pipelines or enterprise reporting architectures.	Essential	Supporting Statement and Interview
Demonstrated experience developing data dictionaries, business glossaries, metadata standards or definitional frameworks.	Essential	Supporting Statement and Interview
Experience implementing or supporting data governance structures, data quality frameworks, and stewardship models.	Essential	Supporting Statement and Interview
Experience influencing and collaborating with BAU teams to embed improved data practices within a change or project environment.	Essential	Supporting Statement and Interview
Line-management experience, including objective setting, performance management and professional development of teams.	Essential	Application
Experience contributing to project delivery, including risk/issue management, readiness assessment and transition-to-BAU planning.	Essential	Application and Interview
Experience working on student records system implementations or HE transformation programmes.	Desirable	Application and Interview
Experience working across academic and professional services environments on major system or process change programmes.	Desirable	Application and Interview

## Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Highly developed analytical skills with the ability to translate complex datasets into clear, actionable insights.	Essential	Application and Interview
Strong technical skills in reporting and analytics environments (e.g., SQL, reporting warehouses, Power BI, or Banner Insights).	Essential	Application, Supporting Statement and Interview
Excellent communication, influencing and stakeholder engagement skills, with the ability to explain complex information clearly to diverse audiences.	Essential	Application and Interview
Strong planning, organisational and prioritisation skills, able to manage multiple deadlines, risks and interdependencies.	Essential	Application and Interview
Leadership skills with the ability to build capability across teams, support change and embed improved data practices.	Essential	Application and Interview
Ability to design and deliver documentation, training, guidance and briefings supporting improved data literacy and system adoption.	Essential	Supporting Statement and interview
Ability to work collaboratively across functions, resolving issues, negotiating solutions and building consensus.	Essential	Supporting Statement and interview

## Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

### Have any questions?

For informal enquiries about this vacancy, please contact Hannah McAuliffe, Programme Manager at [Hannah.McAuliffe@edgehill.ac.uk](mailto:Hannah.McAuliffe@edgehill.ac.uk)

### Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

### Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment



- **Start date:** A start date will be arranged after pre-employment checks are completed.