



**Job Title:** Data Strategy Project Officer

**Grade:** 7

**Salary:** £39,906 to £46,049 per annum, pro-rata if part-time

**Department:** Strategy and Planning

**Hours/Contract:** Full-time or job share, fixed term contract till 31 March 2029

**Job Family:** Management and Administration

**Reference:** 13146

## Role Purpose

The Data Strategy Project Officer, who reports to the Strategic Planning Manager, will support the effective implementation of the University's Data Strategy Project, ensuring that plans are effective and deliver the progress required to support the achievement of the project objectives

### Main Duties and Responsibilities

- Support the effective implementation of the University's Data Strategy Project, ensuring that plans are effective and deliver the progress required to support the achievement of the project objectives.
- Coordinate and deliver the Data Strategy Project, including
  - a. Coordinate the development of project documentation (preparation and organisation) and its communication to relevant stakeholders
  - b. Monitor and report on project Key Performance Indicators (KPIs), working closely with the relevant stakeholders and workstream leads.
  - c. Co-ordinate all key project meetings and deliver all related administrative duties, including recording clear actions and following these up to check completion.
- Develop and maintain a network of contacts within professional services and colleges to enhance data strategy project delivery effectiveness.
- Any other duties as required by the line manager or the Director of the Strategy and Planning Division.

### Internal and External Relationships

- The post-holder will need to work closely with the Strategic Planning Manager, Head of Strategic Planning and the Director of Strategy and Planning, as well as colleagues from the wider Strategy and Planning Division to fulfil their duties.
- They will also need to influence, manage relationships and work collaboratively with key stakeholders from across the University

### Planning and Organising

- Ability to manage a varied and complex workload, progressing tasks and projects simultaneously, working flexibly, quickly and accurately to tight deadlines.





- In addition to overseeing all aspects of project planning and execution, the post holder will be required identify, proactively manage and track any risks to the project.

## Qualifications, Knowledge and Experience

### Essential

- First degree or equivalent experience, with experience in a similar or related role\*
- Project Management or Professional Administration qualification or relevant equivalent experience\*
- Knowledge of the higher education sector with an understanding of the academic endeavour and the role professional services plays to enable this\*
- Experience of developing and implementing plans and activities to deliver high quality outcomes (cost, time, scope) \*

### Desirable

- Experience of lean process improvement work or agile project delivery
- Experience of supporting projects linked to an organisation's strategic agenda
- Experience of supporting University Strategic Planning processes

## Skills, Abilities and Competencies

### Essential

- Excellent organisational skills, with the ability to prioritise own workload; manage several projects simultaneously; and to ensure that tight and often overlapping deadlines are met\*
- Highly numerate with the ability to analyse data and information to inform strategic decision-making and policy development\*
- Persuasion and influencing skills with the ability to work effectively with senior stakeholders\*
- Good presentation skills and ability to communicate effectively with senior stakeholders at Executive Board level\*
- Ability to think strategically whilst also having an eye for detail\*
- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.

### Desirable

- Excellent skills in using Microsoft Project or equivalent project management software package

***\*Criteria to be used in shortlisting candidates for interview***

## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.





**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**Supporting University Activities**

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

**University Values**

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

**Freedom of Speech**

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

**Equity and Diversity**

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

