

LIBF

JOB DESCRIPTION

SECTION 1

Basic data

Job Holder:		Job Title: Head of Higher Education Statutory Reporting
Reports to:	Registrar, Quality, Policy and Regulation	Job Location: Home based or London/Canterbury
Department:	Quality, Policy and Regulation	Job Family: Team Leader Specialist

SECTION 2

DEPARTMENT STRUCTURE

To be confirmed

SECTION 3

OVERALL JOB PURPOSE

The Head of Higher Education Statutory Reporting (HESR) plays a pivotal part in the Quality, Policy, and Resources (QPR) leadership team, ensuring compliance with statutory Higher Education (HE) and apprenticeship data requirements to maintain eligibility for registration with the Office for Students (OfS). The Head of HESR leads the establishment and refinement of data capture methods, oversees data quality assurance, and develops contingency plans to minimise regulatory risks. The role provides management information to support HE and apprenticeship objectives, coordinate with external stakeholders, manage student information systems, and liaises with external suppliers and service providers.

The Head of HESR manages the HE data team, and is responsible for strategic data planning, self-service reporting development, and engaging with external stakeholders, serving as a central point for HE and apprenticeship data and systems management. Ultimately, this role contributes to the delivery of high-quality education by encouraging a culture of data proficiency and ensuring alignment with regulatory standards and reporting obligations.

The role also oversees that student records are maintained to the highest standards throughout the student journey, including student finance and assessment data.

SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

Team management in respect of:

- HE Data team
- Student Records and Data Management team

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

1. Data compliance

Overall responsibility to ensure LIBF successfully meets all statutory HE and apprenticeship data requirements to enable ongoing registration with the Office for Students.

- Ensuring robust data capture methods that utilise developing facilities as they come available as well as maximising efficiency of processing.
- Leading data collation, reporting, quality assurance, and contingency planning to minimise risk for regulatory body reporting (such as TEF, APP, NSS, Degree Outcomes, Graduate Outcomes, HESA, QAA, OfS, ILR, ESFA, Ofsted).
- Ensure, through monitoring and other means, colleagues understand and implement data requirements. (Responsibility for ensuring data requirements and processes are embedded within adjacent teams and that colleagues receive appropriate instruction and training to do this.)
- Implementing and providing training for new statutory requirements and all ongoing changes to existing returns, while liaising with technical teams and external system suppliers as required.

2. Business intelligence and data analytics

Provide management information to support HE and apprenticeship objectives and key results (OKRs), to facilitate the maintenance of quality and standards of HE awards.

- Manage strategic data planning including for key projects such as Access and Participation Plan and Annual Monitoring.
- Lead and coordinate the development of management information dashboards for self-service reporting.
- Benchmark LIBF against the sector through sector reporting.

3. Student records, data processing and assessment boards

Lead the preparation of accurate and timely student data for the processing of students and their awards at HE and apprenticeship Assessment Boards.

4. Student information systems management

Lead on the management of the HE and apprenticeship student information systems to enable timely and quality data processing, including managing the relationship with the supplier(s) and other service providers.

- Ensure appropriate learning resources associated with student information systems and processes are available.

5. Database management and reporting

- Maintain oversight of HE data across the various teams, including QPR, HE, apprenticeship and MENA to ensure consistency of approach and high quality of data.
- Explore requirements needed for longer term strategic goals, streamline processes and make changes to internal systems where appropriate.
- Ensure that all processing of personal data complies with the principles of the GDPR and highlighting and escalating any queries as appropriate.

6. External Engagement

Key person for engaging with external stakeholders regarding HE and apprenticeship data, regulatory returns and student information systems.

- Represent LIBF at events for stakeholder understanding.
- Maintain and develop relationships with external stakeholders, including regulatory bodies.
- Keep informed on HE data landscape developments.

7. Team management

Key person contributing to ensuring the QPR team meets its remit to ensure regulatory compliance and the quality and standards of awards.

- Direct management of the HE Data and Student Records teams including regular meetings and workload oversight.
- Managing individual and team objectives and key results to ensure high performance.
- Share knowledge and good practice with colleagues at all levels.
- Undertake such other activities that may be reasonably requested.

CONTACTS AND INFLUENCE EXERCISED

The nature of this role has the potential to influence the reputation of this organisation as it is key to ensuring the data submissions, results release and published data are accurate. This role has a range of contacts at all levels within the organisation, with regulators, with existing students and externally.

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	X
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	
Acts as final authority to approve policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	X
Has impact on LIBF	

PERSON SPECIFICATION

Job Title: Head of Higher Education Statutory Reporting

Reports to: Registrar, Quality, Policy and Regulation

Department: Quality, Policy and Regulation

Qualifications, knowledge and professional memberships	Essential / Desirable?	
Educated to degree level	Essential	
Knowledge of how higher education providers store and use complex data to meet their objectives and key results.	Essential	
Technical competencies (skills and experience)	Essential / Desirable?	
Experience of, and proficiency in, HESA and other regulatory reporting	Essential	
Proven ability to lead and manage change projects in a complex environment on time and on budget.	Essential	
A highly developed problem-solving approach with the ability to recommend and devise creative solutions to technical problems.	Essential	
Extensive experience of the production and analysis of complex management information and data sets, in a variety of formats e.g. XML.	Essential	
Strong IT skills with experience of the maintenance of large databases	Essential	
Excellent organisational and administrative skills including the ability to prioritise and reprioritise a varied workload to meet the deadlines of statutory customers	Essential	
Excellent communication skills appropriate to the audience and method of communication, with particular emphasis on communicating technical and complex information to a non-technical audience.	Essential	
Heightened attention detail and accuracy	Essential	
Experience ensuring data quality through continuous improvement of systems and processes including the ability to implement the operational impact of regulations and policies	Essential	
Proven skills and experience in developing good working relationships internally and externally, including with external suppliers, service providers and statutory customers.	Essential	
Proven experience in managing and developing a high performing team.	Desirable	
Experience of Quercus student record system	Desirable	
Experience of creating reports using a modern data visualisation tool e.g. Power BI	Desirable	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced
Communicating effectively	E	C
Business thinking	E	En
Developing Yourself	E	C
Getting things done to achieve results	E	En
Digital Capability	E	En

The Customer Experience	E	C
Managing quality and standards	E	En
Applying judgement and taking decisions	E	C

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date