

Job Description

Job Title:	Statutory Returns Analyst
Directorate:	Strategic Planning and Insight Directorate
Grade: E	Role profile: SME1
Full time	Permanent

	Duties of the role
Overall purpose of the role	<p>The post of Statutory Returns Analyst will provide support to the Strategic Planning and Insight Directorate (SPI), specifically associated with the delivery of the university's student statutory returns. Additional support will be provided, as required, in producing analysis, reports, and management information, as well as preparing briefings and presentations and leading discrete, relevant projects.</p> <p>SPI is responsible for the coordination of strategic planning for the University, and for the management and implementation of models of assessment for key performance indicators, student data returns, and resource planning (alongside Finance, Estates, and People Services), as well as regulatory support.</p> <p>We collate, analyse, organise, and publish a wide range of management information to meet internal and external reporting requirements, ensuring that the information produced is nuanced and provides intelligence that reflects the external policy environment and supports internal needs.</p>
Main duties and responsibilities	<p>Develop and analyse statistics, and management of information across all areas of strategic importance, in particular:</p> <ul style="list-style-type: none"> • Statutory and regulatory returns; • Analysis of the impact of institutional policies and practices; • Providing guidance, advice, and liaison with other professional services and Faculties; • Triaging and responding to mailbox enquiries. <p>Prepare and contribute to the compilation and submission of student statutory returns, including the HESA Student Return, the Higher Education Students Early Statistics survey, the Aggregate Offshore Record, Individualised Learner Record, and other relevant returns.</p> <p>Provide advice and assistance on a range of statutory and regulatory requirements, identifying opportunities to improve processes and outputs.</p> <p>Drive data quality and assurance by applying thorough quality control processes and maintaining detailed audit trails.</p> <p>Stay informed of internal and external requirements, driving compliance and mitigating risk.</p> <p>Develop analytical outputs using a range of reporting tools for publication, including both standard and ad hoc reports.</p>

Duties of the role

Develop expertise in reporting tools, data sets, and data structures, identifying and surfacing data quality and assurance issues to support colleagues across the institution in using data, tools, and interpreting analysis.

Provide and communicate analysis to diverse audiences in clear and concise ways, including through charts, dashboards, and other visual formats.

Assist with data-related projects in achieving defined quality standards and targets, using established methods and reporting progress to management.

Ensure priorities are balanced within the context of the role, prioritising and scheduling work and resources accordingly, and ensuring timely and efficient completion.

Contribute to the Directorate's success by supporting colleagues proactively and helping to shape team plans, objectives, and outcomes.

Assist with University events, such as graduation ceremonies and clearing, as required.

Undertake such other duties as may be required from time to time.

Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

The postholder should have a positive attitude towards health and safety and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

Person Specification

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Directorate: Strategic Planning and Insight Directorate

Date: April 2026

Grade: E

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Experience, Qualifications and Training	Experience supporting planning and performance management activities, using data to inform decision-making and monitor organisational performance, preferably within a higher education context	Essential		X			
	A good first degree, and/or relevant professional or postgraduate qualification		Desirable	X			X
Data Analysis and Reporting	Highly developed numeracy and IT skills, applied in software packages that relate to analysis and/or reporting	Essential		X	X	X	
	Demonstrable experience in the production, interpretation, and reporting of statistical data	Essential		X	X	X	
	Ability to work effectively with large volumes of complex, varied data	Essential		X	X	X	
	Proficiency in using visualisation tools to develop reports		Desirable	X	X		
	An aptitude for learning new packages to support analysis and the presentation of information	Essential		X	X		
	Experience of data extraction, transformation, and analysis tools, such as Alteryx, SQL, or similar		Desirable	X	X		
Statutory Reporting and Business Intelligence	Experience of contributing to the completion of statutory or regulatory returns for an organisation	Essential		X	X		
	Application of data quality and data assurance strategies and processes within own area of work	Essential		X	X	X	
	Understanding of how large organisations use data submitted for statutory or regulatory purposes	Essential		X	X		
	An understanding of how business intelligence and insight strategies help organisations progress and improve		Desirable	X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Engagement and Communication	The ability to present information clearly and effectively to colleagues at various levels, both expert and non-expert, in a variety of media	Essential		X	X	X	
	Proven ability to foster co-operative and collaborative partnership working internally and externally to achieve shared objectives	Essential		X	X		
	Ability to challenge assumptions and traditional approaches, identify key issues, and develop innovative solutions	Essential		X	X		
Personal Effectiveness	Effective workload management, including planning, balancing competing priorities, and working to deadlines	Essential		X	X		
	Ability to work autonomously and proactively	Essential		X	X		
	Capability to advise and support colleagues on issues relating to areas of own specialism	Essential		X	X		

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence