



Job Title	Strategy and Reporting Officer
School/Department	Strategy and Planning Team
Job Level	UNNC Scale A level 3
Job Family	Administrative, Professional, and Managerial
Contract Status	Full-time
Location	University of Nottingham Ningbo China
Hours of Work	Regular working hours, Monday to Friday
Responsible to	Deputy Director Strategy and Performance

Purpose of role

The Strategy and Reporting Officer plays a key role in supporting the Strategy and Planning Team to maintain an up-to-date understanding of the higher education sector and inform strategic development and performance management from an outside-in perspective.

The role holder will be responsible for the regular preparation and reporting of university-level and subject-level rankings, developing benchmarking reports, supporting policy research, external university ratings and other strategy and planning-related projects.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Support regular preparation and reporting of external rankings</p> <ul style="list-style-type: none"> ▪ Manage information collection, data simulation, analysis and reporting of university rankings to ensure effective engagement, timely monitoring and objective understanding of league tables. ▪ Conduct regular monitoring and timely reporting of area specific rankings such as subject-level rankings, programme-level rankings, highly cited scholars and other external recognition schemes. ▪ Support information briefing sessions and respond to related enquiries to enable better understanding of the external rankings by key stakeholders. ▪ Suggest improvements to processes that have an impact on university's performance. ▪ Attend relevant conferences and workshops to understand the most up-to-date methodologies and trends of the rankings. ▪ Understand the implications of methodology change and establish clear links between ranking metrics and University strategic plans. 	50%
2	<p>Support strategy and institutional research projects</p> <ul style="list-style-type: none"> ▪ Support external horizon scanning projects to inform regular updates of strategic positioning and annual strategic priorities. 	15%

	<ul style="list-style-type: none"> ▪ Provide regular updates of higher education sector policies, trends and landscape to support identification of opportunities and challenges. ▪ Leverage external and internal data sources and collaborate with team colleagues to conduct specialised institutional research projects to support in-depth analysis of key strategic aspects. 	
3	<p>Lead the regular update of the University benchmarking report</p> <ul style="list-style-type: none"> ▪ Support the regular update of University benchmarking report, including metrics design, data collection, verification, analysis and report development. ▪ Support the process of gap analysis, competitive positioning analysis make suggestions to inform the University's strategy implementation. 	15%
4	<p>Manage university ratings and other external recognition applications</p> <ul style="list-style-type: none"> ▪ Manage and coordinate applications of university ratings and related awards by coordinating data and information collection, conducting simulation analysis and ensuring a delivery in a planned manner. ▪ Support effective engagements with relevant stakeholders in the methodology, implications, process and outcomes. 	10%
5	<p>Undertake internal and external engagements</p> <ul style="list-style-type: none"> ▪ Support internal and external engagements that are related to, but not limited to, University strategy and performance. Ensure timely information exchanges and identify collaboration opportunities. ▪ Support relevant coordination for important office engagements, relevant briefing meetings, team training and other events etc. ▪ Undertake other tasks and responsibilities may reasonably be required, such as ad-hoc agenda support. ▪ Participate in training and staff development events as trainer or trainee as appropriate. ▪ Maintain appropriate professional development, expertise and awareness. 	10%



Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">▪ Highly developed organizational skills, combining exceptional interpersonal skills and excellent ability to communicate effectively.▪ Excellent written and verbal English and Chinese skills.▪ Highly organized, logical and diligent.▪ Self-motivated, resourceful and problem-solving.▪ Proficient in Microsoft Office package and relevant data analysis software.▪ Highly developed numeracy, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.	<ul style="list-style-type: none">▪ Excellent data literacy and analysis skills.▪ Familiarity with data analysis tools is a plus.
Knowledge and experience	<ul style="list-style-type: none">▪ Experience of managing sequence of activities, establishing priorities and achieving desirable outcome from planning to execution.▪ Experience of effective cross-departmental coordination and communications.▪ Strong teamwork ability and experience of effective collaborations.▪ Attention to detail and process focused.▪ Knowledge of work practices, processes and procedures relevant to the role, including broader sector/commercial awareness.▪ An understanding of the key working relationships required with staff at all levels across the university.▪ Working knowledge of the work of others inside and outside the University relevant to own field of work.	<ul style="list-style-type: none">▪ Experience of working in multicultural environments, institutional research, education consultancy or related roles are preferred.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none">▪ Professionally qualified/relevant degree, plus significant hands-on experience in similar or related roles <p>OR</p> <ul style="list-style-type: none">▪ Proven track record of relevant extensive work experience, demonstrating deep, specialized and or broad knowledge of a field	<ul style="list-style-type: none">▪ International education background and work experience in education sector are a plus.



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	of work gained through experience in a series of progressively more complex roles.	
Statutory, legal or special requirements	<ul style="list-style-type: none">▪ Sound understanding of the relevant professional, legal and regulatory requirements of own field of work.	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

