

## **DATA AND COMPLIANCE OFFICER**

**Salary range: £38,000 - £42,000**  
**plus excellent benefits**

Richmond, The American International University in London, is seeking to appoint a Data and Compliance Officer. Richmond is a private, not-for-profit, liberal arts and business studies University. It has dual degree accreditation, awarding UK and US taught undergraduate and master's degrees.

The Data and Compliance Officer will be responsible for the timely provision of accurate statutory and operational reports, management information, research and analysis, for both internal and external stakeholders. This will involve writing complex queries and reports to extract, format and analyse data from the University's student record system and other administrative systems and, where appropriate, developing new systems and applications to support operational, management and external reporting.

Some of the responsibilities associated with this role will include:

- Contributing to the development of University-wide business intelligence with emphasis on numerical/statistical student information;
- Interrogating, integrating and presenting data held in the student record system and other administrative systems;
- Providing written/oral analysis and presentation of data derived from external and internal facing exercises as required.

It is essential that the role-holder has a relevant degree, or equivalent qualification in a numerate discipline or relevant experience with Higher Education. Furthermore, and also essential, is proven experience of working with complex student record systems and contributing to student based statutory returns. It is desirable that the role holder has experience in managing and/or reporting from student information systems and has XML writing skills.

The Data and Compliance Officer reports to the Head of the Office for Planning, Research and Institutional Assessment (PRIA).

Richmond is an equal opportunities employer.

A Basic level Disclosure and Barring Service check will be required.

For further information about this vacancy and the University, please visit: [www.richmond.ac.uk](http://www.richmond.ac.uk).

**Closing date: 31 January 2022**

**Please submit an application online at <http://careers.richmond.ac.uk/> ensuring you upload a current CV and supporting statement, together with details of three recent work-related references. Please note that while submitted applications will be acknowledged, we are unable to provide individual feedback to applicants.**

## JOB DESCRIPTION

### TITLE: DATA AND COMPLIANCE OFFICER

---

#### **REPORTS TO:**

The Data and Compliance Officer reports to the Head of the Office for Planning, Research and Institutional Assessment (PRIA).

#### **SUMMARY:**

The Data and Compliance Officer will be responsible for the timely provision of accurate statutory and operational reports, management information, research and analysis, for both internal and external stakeholders. This will involve writing complex queries and reports to extract, format and analyse data from the University's student record system and other administrative systems and, where appropriate, developing new systems and applications to support operational, management and external reporting.

#### **MAIN DUTIES:**

The Data and Compliance Officer's main duties are to:

- Take day-to-day responsibility for the co-ordination and production of accurate, valid and timely UK and US statutory returns, including for example: OfS returns, Graduate Outcomes, and NSS, and to assist with returns to MSCHE and associated requirements in the United States;
- Develop and support University-wide enterprise reporting and business intelligence: liaising with a wide range of University stakeholders to determine reporting and information needs, identifying appropriate tools and delivering appropriate and coherent solutions, including training and user support;
- Support and assist financial planning and forecasting;
- Understand and keep abreast of developments in the student-based reporting requirements of external stakeholders, and advising University management;
- Produce a regular University Dashboard of numerical/statistical information concerning the student lifecycle and to support colleagues in its application and analysis, particularly in relation to Annual Programme Monitoring and Assessments;
- Contribute to the development of University-wide business intelligence with emphasis on numerical/statistical student information;
- Liaise with a wide range of University stakeholders to determine management reporting needs, identifying appropriate tools and developing and delivering appropriate and coherent solutions, including training and user support;
- Interrogate, integrate and present data held in the student record system and other administrative systems;
- Provide written/oral analysis and presentation of data derived from external and internal facing exercises as required;
- Monitor student/curriculum data quality including development and delivery of data quality auditing and reporting;
- Undertake special projects and development work as required;
- Adhere to and promote the University's health and safety policies and procedures.

**LOCATION:**

The Data and Compliance Officer role will be based at the University's London Campus.

**SPECIAL NOTE:**

By the nature of the duties of this position, there may be a requirement for some weekend and evening work. A DBS check at the Basic level is required for this position.

**GENERAL:**

The above responsibilities are subject to change at the discretion of the Head of PRIA including other responsibilities as assigned from time to time. The Head of PRIA will work with the Data and Compliance Officer to coordinate work and resolve problems and will evaluate the Data and Compliance Officer's performance.

**PERSON SPECIFICATION****ESSENTIAL:**

- A relevant degree, or equivalent qualification in a numerate discipline or relevant experience within Higher Education;
- Experience and skills in use of query languages and reporting tools to develop and produce complex reports, returns and data analysis, including specifically SQL and Excel to advanced level, together with, experience of MS Reporting Services/MS Power BI;
- Proven experience of working with complex student record systems and contributing to student based statutory returns; excellent written and oral analysis and presentation skills, including ability to convey complex ideas and data in concise, actionable form;
- Ability to build effective working relationships with a wide range of University and external stakeholders;
- Strong organisational and time management skills;
- Self-motivation and ability to grasp new concepts quickly;
- Ability to work quickly and accurately under pressure;
- Ability to work as part of a team, while taking sole responsibility for areas of a project;
- An understanding of the contemporary higher education environment and empathy with the mission of the University;
- Ability to maintain strict confidentiality of sensitive data and information.

**DESIRABLE:**

- Experience in managing and/or reporting from student information systems;
- Experience of preparing statutory returns to meet the needs of UK or US stakeholders;
- Experience of using business intelligence tools (Power BI) and, ideally, to support the reporting requirements of diverse and distributed users;
- XML writing skills.

**DATE REVIEWED:** November 2021.