

Portfolio and Insight Executive

School or Department: Planning, Portfolio and Insights

Grade & Salary: Grade F (£28,608 - £32,089 per annum)

Job purpose:

Key aims of the Strategic Planning department are as follows:

- Transform consistent and reliable quantitative and qualitative data into intelligence and insight.
- Disseminate intelligence in a timely and accessible way to enable internal stakeholders to make timely strategic and tactical decisions.
- Design and communicate planning processes and support to enable university leaders to review and assess progress against strategic priorities and operational plans.

The key focus of the Portfolio & Insight Team is to provide market intelligence and research to underpin the University's strategic plan, specifically relating to market insight, student recruitment, student experience and evidence based course portfolio developments.

You will evaluate potential new areas of curriculum (both traditional HE, new delivery modes, and other provision such as apprenticeships), working closely with all Schools to ensure the portfolio remains competitive and efficient, and includes anticipating future course demand related to new jobs. You will also support horizon scanning and the provision of key insight around the labour market and will play a supporting role in NTU's annual strategic portfolio review.

You will support a broad research programme including competitor analysis, market intelligence/insight, data analysis, quantitative and qualitative primary research projects. You will also support course governance processes, working closely with Schools and the Centre for Academic Development and Quality (CADQ), to manage and track changes through the portfolio.

Principal duties and responsibilities:

Portfolio Insight and Development

- Provide internal, market, competitor and labour market information to ensure NTU's portfolio is sector leading.
- Support the annual review of portfolio performance, across key metrics to identify issues and optimise portfolio performance, working collaboratively with Schools to ensure the information is clear and supported by improvement action plans or rationalisation plans.
- Working closely with Schools and the insights team to support a programme of targeted portfolio reviews and development, focusing on areas of strategic importance or underperformance.
- Support the creation of insight to inform business cases of new courses and portfolio areas.
- Support the undertaking of cross-University projects related to the portfolio e.g. review of postgraduate courses, annual tariff review.
- Support the insights team with student facing research (surveys and focus groups).

Portfolio Governance

- Support the course governance processes for the University, working closely with Schools, CADQ and CAMS to ensure that course portfolio information is accurate and up to date. This includes supporting the process of course operational changes.

Competitor Tracking

- Support with compilation of evidence for league tables and analysis of league tables.
- Support with the tracking of competitors over the year and during clearing regards portfolio changes, news, entry requirements, fees.

Departmental Activities

- Develop and maintain trust based working relationships with colleagues across the University which enhance the reputation of the Strategic Planning amongst internal stakeholders and which garner support for planning activities.
- Maintain an awareness of developments and trends in the Higher Education sector, nationally and internationally, and ensure that these are responded to appropriately in plans.

The post holder may be required to undertake any other duties, which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Our Principles, Our Ways:

Our Ways represents a commitment to making a difference, taking bold steps, and maintaining moral standards. It's about proactively creating positive change while prioritising integrity and accountability in all our actions. We encourage colleagues to strive towards Our Ways with the following behaviours:

Our Ways		
We change lives.	We are bold.	We do the right thing.
Relationships with others	Adaptability	Planning and delivering work
Delivering through others	Problem solving	Accountability
	Developing yourself	



Personal Attributes:

Attributes	Essential	Desirable
Knowledge	Knowledge and demonstrated success of market insight practices and the use of data to provide recommendations.	Understanding of UK HE sector.
Skills	<p>Excellent interpersonal skills, with strong communication skills (written and verbal).</p> <p>Able to work effectively as a team member with a willingness to roll up sleeves and deliver hands-on help as part of a team.</p> <p>Demonstrable initiative and enthusiasm, and the ability to successfully multi-task.</p> <p>Ability to interpret numeric data and demonstrate investigative research and analytical skills.</p> <p>An ability to provide a customer-focused service to a range of customers.</p>	
Experience	Relevant data or insight experience in a service-led environment.	Experience of working with HE data sources
Qualifications	Educated to degree level or have an equivalent professional qualification or can demonstrate relevant work experience.	