Job Description

Post/Job Title:	**Data Analyst (Statutory Returns)**
Ref:	**639**
Professional Service:	**Academic Services/Student Records and Reporting team**
Location:	**Any University location**
Normal hours per week:	**1 FTE**
(Flexibility is required in order to ensure that key time scales and deadlines are met)	
Grade:	**5**
Responsible to:	**Statutory Returns Manager**
Responsible for:	**N/A**

Job Purpose

To support the Statutory Returns Manager in the successful and timely completion of key institutional data returns in accordance with published definitions and timescales. To evaluate statutory and regulatory requirements, providing advice and guidance regarding their associated impact on Bournemouth University data, systems and processes. Responsible for undertaking rigorous data cleansing and transformation of student record data to ensure it fulfils internal business requirements and meets/exceeds statutory validation and continuity standards. Work collaboratively with stakeholders from across the organisation to facilitate the continuous development of the student records system and associated processes and procedures to ensure operational stability and safeguard statutory compliance.

The role will be required to work across teams, providing mutual support within other teams in BU when required to address workload peaks, cover for staff absence and ensure consistent delivery of a professional and efficient service.

Main Responsibilities

1. To develop specialist and expert knowledge for relevant statutory returns, providing an institutional point of expertise, advice and guidance. Ensure knowledge is up-to-date and adapted to reflect new and changing requirements.
2. Develop specialist knowledge to facilitate the preparation and submission of accurate statutory returns in accordance with the guidance and timescales published by numerous agencies including Higher Education Statistics Agency (HESA), Office for Students (OfS) and the Education & Skills Funding Agency (ESFA).
3. Develop specialist technical skills to facilitate the development and maintenance of quality assurance processes that ensure all relevant data is accurate, timely, robust and consistent. Establish, document and maintain effective processes and procedures allied to the extraction, validation, transformation and reconciliation of student records data in accordance with business requirements and statutory definitions. Produce audits and liaise with Faculty and other Professional Service staff to gather timely responses.

4. In accordance with the university's regulations, policies and procedures, develop and maintain key relationships with academic and administrative staff at the university and Partner Institutions in relation to effective data management and the interpretation and production of statutory returns, ensuring that complex information is explained clearly and concisely.

5. Proactively work with colleagues regarding any issues identified during the production of each return and facilitate the development of appropriate system and/or process enhancements that address performance gaps.

6. Contribute to the preparation of Data Quality Review (DQR) documentation for relevant submissions and facilitate internal and external audits of statutory data.

7. Facilitate the implementation of new statutory returns (definitions, data items, data structure and reporting requirements) including any associated changes to business and systems processes.

8. Monitor and respond to ad-hoc data queries that are received into the team, dealing with these in a timely manner.

9. Ensure all aspects of work achieve high levels of service excellence. Contribute to continuous improvement by identifying opportunities for process enhancements, the development of performance measures and regular monitoring of performance against agreed standards.

10. Identify and undertake appropriate development opportunities to ensure effective knowledge transfer within the SITS Support & Development team and facilitate a culture of continuous professional development.

11. Maintain an acute understanding of activity within UK Higher Education in particular that which impacts the statutory landscape and/or the student record system. Contribute to the impact assessment of those developments and facilitate the review of policy, processes and procedures as appropriate.

12. At all times maintain confidentiality, working within the requirements of the Data Protection Act and the university's Confidentiality Policy.

13. Liaise with external organisations such as HESA, OfS, ESFA and software suppliers.

14. Supporting BU wide events and activities e.g. Enrolment, Graduation, Confirmation and Clearing.

15. Be a proactive member of the wider Academic Services team and activity participate in discussions with colleagues to identify on-going service improvements and efficiencies.

16. Any other duties as may reasonable be required by your line manager other senior management within Academic Services as commensurate with the grade.

Contacts:

Internal: All BU students and staff

External: All BU stakeholders including regulatory and statutory bodies, software suppliers and other education providers

Information Governance Responsibilities

Data User

i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB. The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the university's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

March 2026

Bournemouth University

Person Specification

Post / Job Title:	Data Analyst (Statutory Returns)	**Post No:** 639	
Service:	Academic Services/SITS Support & Development	**Date:** March 2026	

SELECTION CRITERIA	**E**ssential / **D**esirable
Knowledge (including experience & qualifications)	
Educated to degree level or equivalent (Work experience will be applicable and can substitute for qualifications).	E
Experience of developing complex data audit and transformation solutions using appropriate tools (Excel, Access, SQL, Alteryx, etc.).	E
Experience of manipulating large and complex datasets.	E
Experience delivering excellent service in a complex environment.	E
Experience of statutory returns, preferably in an HE context.	D
Experience of working within Higher Education in the area of student record systems support and maintenance.	D
Experience of using SITS including a good understanding of the principles that govern the system.	D
Understanding of current Higher Education issues and an understanding of the student lifecycle.	D
Skills	
Demonstrable proficiency in using databases or a records system to record and extract information.	E
Excellent analytical and problem-solving skills.	E
Good level of numeracy including competency and confidence in handling and manipulating complex data.	E
Ability to assimilate and contextualise complex information.	E
Excellent interpersonal skills with the ability to work co-operatively and effectively with students, staff at all levels, other BU stakeholders and external organisations.	E
Excellent written and verbal skills including an ability to present complex information in a concise and understandable manner.	E
Ability to review, design and implement data management processes effectively.	E
Ability to deal with sensitive and confidential information within the frameworks of the Data Protection Act and any professional guidelines.	E
Attributes	
A methodical and systematic approach and an aptitude for accuracy and attention to detail.	E
Highly organised approach with the ability to plan and prioritise workload.	E
Proactive with ability to work independently whilst contributing effectively as part of the team.	E
Excellent time management.	E
Ability to develop and maintain professional relationships of respect, trust and support with all stakeholders.	E
Personally resilient and able to keep calm under pressure.	E
Agile and flexible attitude towards work including a positive approach to feedback.	E
Commitment to service excellence.	E

Commitment to personal and professional development.	E