

Lead Data Scientist: Analytical Data

Basic information

Band: Scale 2.1

Job family: Digital, Data and Technology Services

Terms: Permanent

Location: Flexible, with travel to Cheltenham

Reports to: Principal Data Scientist – RDP

Direct reports: N/A

Team: Reporting and Data Partnerships

Business unit: Operations

Date reviewed: February 2021



Job purpose:

This role supports the business in decision making via timely analysis of data. This support will be given through enhancing UCAS' statistical release offering, ensuring commitment to open data; supporting internal and external stakeholder data queries; and improving UCAS' data product offering. The role will identify new opportunities for UCAS reporting, actively exploring UCAS data to identify new analysis that is pertinent to the higher education sector. This role is key to realising our ambitions, undertaking analysis on a wide range of issues across tertiary education and translating this into digestible and easy to understand analysis.

Key accountabilities:

- Be accountable for delivery and publication of timely sector-level reporting to internal and external stakeholders.
- To be a subject matter expert on statistical releases, ensuring they are fit for purpose.
- To develop new statistical releases, and new methods to visualise them, in order to improve UCAS' statistical release offering.
- Use data visualisation tools to build interactive dashboards that enable stakeholders to self-serve.
- To lead in the adoption of new processes or technologies when appropriate to improve operational services.
- Authorisation to represent the Analysis and Insights business unit at internal and external meetings where required.
- Take part in developing relevant training and mentoring to colleagues across the organisation to maximise value we create from data.
- To develop and maintain relationships between UCAS and external, policy accountable stakeholders.

- Delivery of existing data supplies, and development of new data partnerships with policy accountable stakeholders.
- To share technical knowledge and best practice across the team and wider business unit.
- To lead in discussions on reporting, and in designing and developing new services to meet customer needs.
- To regularly provide internal stakeholders with up to date figures, whilst maintaining suitable security of sensitive data.
- To produce timely responses to analytic requests from across the business, including time-critical requests.
- To adhere to and enhance data science standards within the team and wider business unit.
- To embrace agile methodology and work effectively in a self-organising team of data scientists.

Skills, qualifications, and experience:

- Qualified to a high level in a numerate discipline, such as mathematics, statistics, computer science, operational research, data science, or a related field – evidenced through a Bachelor's degree (or higher) or demonstrable experience
- Proven experience of communicating insight from analysis for a range of audiences.
- Good working knowledge of programming in R and/or SAS and/or Python (or equivalents) and the ability to write readable, efficient code
- Experience of data visualisation tools is essential
- A collaborative nature and the ability to communicate effectively with both technical and non-technical audiences
- A natural curiosity and drive to find things out that really matter from data
- Strong professional judgement in choosing methods that give rapid, high quality, actionable results
- Ability to manage own workload – including prioritising, planning and organising day to day activities, ensuring that deadlines are achieved in a fast-paced business unit
- A high level of numerate, analytical and logical thinking

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action:

Customer-focused – We understand what our customers want, and we act on their changing needs.

Collaborative – We collectively create an engaging and positive work environment.

Accountable – We take ownership of our individual and organisational performance.

Service excellence – We realise, grow, and maximise our potential.

Trusted – Individuals are trusted to make informed decisions and take appropriate risks.