Job profile

Post            Chief Information Officer (M2 grade)

Directorate    Policy, Insight and Analytics

Line Manager   Director of Policy, Insight and Analytics

Purpose        To support the Director of Policy, Insight & Analytics in leading the Directorate, ensuring the delivery of a high quality and modern data analytics and IT function which meets the needs of internal and external stakeholders.

Key responsibilities

1. To develop a coherent, innovative and agreed source of business intelligence and key organisation-wide data and to further build capability and capacity within SFC’s team of analytical staff with the ability to understand, analyse and communicate a clear message, as well as enhancing the organisation’s data analytics, scenario planning and modelling functions.

2. To develop a Data and Analytics Strategy that will put Insight front and centre of the organisation’s decision making.

3. To provide analytical support across a range of activities and processes across SFC, for example, in these early areas of focus:
   • Funding models for colleges and universities, working with the Finance Directorate.
   • Holistic institutional profiles, target setting and performance measurement.
   • Development of strategic Outcome and Impact Agreements, working with the Access, Learning & Outcomes Directorate.
   • Return on investment in research, working with the Research & Innovation Directorate

4. To maintain and enhance SFC’s collection of data and statistics and work closely with other data authorities on wider UK data.

5. To enhance SFC’s analysis by understanding measurement developments across relevant agencies in the UK and through international comparisons and horizon scanning.

6. Ensure the effective operation of SFC’s Information Technology (‘IT’) functions.
7. Provide appropriate advice and guidance to internal and external stakeholders.

8. Ability to cover in the absence of the Director of Policy, Insight and Analytics.

Skills, qualifications and experience

- Experience of the strategic and operational management of significant analytical functions.
- Experience of leading a programme of cultural change within a data/analytics/IT function.
- Effective leadership of staff to achieve performance excellence, both to create, deliver and support current capabilities and to develop technical innovations and continuous process improvements using Lean and/or Agile methodologies wherever possible.
- Ability to strategically challenge existing systems and processes, applying reasoning and informed logic, to ensure that all work generated is robust and appropriate to the desired outcome.
- Ability to think and act strategically combined with well-developed analytical skills and considerable experience of analysis-based policy development.
- Effective communication skills, together with a proven ability to analyse, understand and respond to complex issues in an appropriate manner, demonstrating good judgement.
- Effective interpersonal skills, including experience of representation and negotiation, in order to represent, negotiate and persuade, build/develop and maintain work relationships with internal and external stakeholders, as well as to work flexibly with colleagues in other parts of the organisation.
- Effective organisational and project management abilities to cope with diverse and changing workload.
- A broad understanding of the range of analytical software on the market. Working knowledge of QlikView or SAS would be desirable.
- A good awareness of the current Scottish political and Government environment.
- Degree level education (SCQF level 9) or equivalent experience.

Status of Job Profile

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

Committed to equality of opportunity