



The Inns of  
Court College  
of Advocacy

## JOB DESCRIPTION & PERSON SPECIFICATION

### Student Planning and Data Manager

The Council of the Inns of Court and the Inns of Court College of Advocacy

The Council of the Inns of Court (COIC) is a charity with the object of advancing education in the administration and practice of the law, by promoting high standards of advocacy and by enforcing professional standards of conduct amongst barristers. COIC advances the former through the activities of the Inns of Court College of Advocacy (the ICCA) and the latter through the work of the Bar Tribunals and Adjudication Service (BTAS).

### The Bar Course

The ICCA has developed a radically different Bar Course – the essential qualification required for a career as a barrister – with the aim of increasing flexibility, accessibility, affordability and sustaining high standards in the delivery of Bar training.

The ICCA now delivers a not-for-profit two-part Bar Course which features innovative admissions policies to attract a diverse cohort of students. Features of the course are the high-quality materials and a flexible approach to learning, with the knowledge-based content delivered entirely online prior to students commencing the face-to-face skills course.

#### **The Inns of Court College of Advocacy**

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Charity Number: 1155640  
Registered Office:  
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## The Role

The ICCA seeks to appoint a Student Planning and Data Manager to lead on all aspects of student data collection, management, planning and reporting; by:

- ensuring the accurate and timely completion of the ICCA's statutory and other data returns;
- leading efforts to ensure that data is at the heart of the ICCA's work; that staff are proactively provided with data, analysis and commentary to inform their decision-making;
- playing a key role in the student planning process; forecasting future numbers and the rate students progress through an inherently flexible course;
- oversight of the ICCA's application and student management systems; including data imports, reporting and analysis, system administration, maintenance and development.

## Key Responsibilities:

The Student Planning and Data Manager will have responsibility for:

- Line management of the Student Data Officer; motivating and developing them, and ensuring all teams responsibilities are planned, allocated and progressed in accordance with applicable timescales.

- Leading and delivering the compilation of statutory data returns (and the enhancement of processes that enable these), as required by the Office for Students, HESA, the Bar Standards Board (the ICCA's regulator) and King's College London (the ICCA's validating academic partner).
- Work collaboratively with colleagues to ensure that high quality data is collected and maintained. Horizon scanning for new or changed external data return requirements and ascertaining the implications of these changes, and ensuring that action is taken and relevant staff take action as necessary.
- Ongoing management and future development of the student information (Tribal Group's *ebs*) and application (Action Starter's *HEIapply*) systems. Ensuring a programme of continuous improvement and development is in place, supported by excellent working relationships with external software suppliers.
- Responsibility for the completion and dissemination of high-quality data and analysis; both in terms of regular/routine reports, and ad hoc requests from colleagues. Understanding the purpose and audience for every such request, and tailoring the output (in both content and format) so that it meets and wherever possible exceeds the expectations of those receiving it.
- Leading on all reporting aspects of recruitment and admissions related analysis, ensuring a data-led approach informs all decision-making processes, and helps meet the ICCA's stated goal of a diverse and exceptionally able student body. Provide trend analysis and early identification of potential recruitment shortfalls.
- Acting as 'subject matter expert' on both student number and student lifecycle data, and effectively and accessibly present complex management information to senior colleagues, committees, and working groups.

- Oversight of staff, student and other surveys to increase the ICCA's understanding of and engagement with its key stakeholders. Report and promote key findings to enable a culture of continuous improvement and frank self-awareness.
- Any other reasonable duties as required, including providing assistance at student events and examinations.

## **Person Specification:**

### **Essential**

- Experience of managing effective and compliant student/CRM/Data systems in a complex organisation.
- Demonstrable and comprehensive experience of using student information record systems, and experience of successful software development projects.
- Knowledge and experience of the compilation of HESA, Data Futures or other statutory or HE returns.
- Highly developed analytical skills with the ability to interpret and clearly present complex data and information in an engaging and intuitive way, to a range of audiences, using a variety of different methods. Ensuring appropriate data collection and management is in place to underpin this.
- An understanding of the importance of management information and its role in supporting evidenced-based decision making at a strategic level; ability to proactively identify strategic implications of information and data and a desire to make appropriate recommendations in a timely and insightful manner.

- Excellent IT skills, including the full Microsoft Office package; and an understanding of SQL to produce analytical and business information.
- Sound written and oral communication skills, with the ability to effectively articulate concepts to both technical and non-technical audiences.
- Innovative and proactive approach to solutions and work.
- Demonstrable experience of working across teams co-operatively and collaboratively.
- A flexible approach, including the willingness to attend early morning, evening and occasional weekend meetings and events as and when necessary.

### **Desirable**

- Experience of working with Tribal Group's products (SITS, ebs).

## **The Contract**

COIC is seeking to appoint the Student Planning and Data Manager on a permanent contract. There will be a six-month probationary period.

- Salary £50,000 per annum
- 25 days paid holiday plus bank holidays
- Death in Service Benefit
- 15% Defined Pension Contribution by the employer (after 6 months)
- Private Health Insurance (after completion of probation)
- Flexible/hybrid working

Location: The ICCA is currently based at 33 Chancery Lane, London, WC2A 1EN.

COIC values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination.