THE UNIVERSITY OF TENNESSEE

DRAFT – September 24, 2018

DATA ANALYTICS JOB FAMILY - MANAGEMENT

JOB FAMILY CONCEPT: The Data Analytics job family is responsible for providing data and analysis to support evaluation, research, assessment, strategic planning and management decisions to enhance the University's mission.

MANAGEMENT
The Data Analytics Management roles provides leadership, direction, training, and management for operations, financial activities, and resources of a unit. Manages budgets, provides expertise and analysis for strategic and long-range planning, provides interpretation of rules and regulations and is responsible for ensuring compliance. This role sets and develops processes, procedures, initiatives and identifies alternative methods to accomplish goals.

> The **Management** role is distinguished from the **Analyst** role in that it is responsible for providing senior level strategic expertise and guidance, and has increased accountability. The **Data Analytics Management** role is primarily responsible for staff and resources management of a unit, department, or division.

> The **Data Analytics Management** is distinguished from other management roles by its responsibility for management of a unit focused on delivering data and analysis.

MANAGEMENT 1

Typical Functions

- Manages the day-to-day operations and personnel of a functional unit.
- Coordinates the activities of unit to ensure goals are met, and projects successfully completed.
- Contributes to the development of long-range plans.
- Plans, distributes, monitors, and assigns projects.
- Evaluates projects and implements changes as needed.
- Reviews data presentations and reports prior to their release, and submits final reports.
- Conducts high-level complex analysis, and produces high-level reports.
- Analyzes client needs.
- Defines data parameters and requirements.
- Gathers and writes supporting documentation.
- Identifies reporting needs.
- Gathers data from multiple sources to synthesize into larger reports.
- May have budget responsibilities.

Complexity and Decision Making Authority
Relies on experience and judgment to plan and accomplish goals. Decisions are largely guided by policies, procedures, and standards. Establishes unit policies, procedures, and priorities.

Knowledge, Skills, and Abilities
Knowledge of advanced research methods, statistical techniques, and quantitative methodology. Knowledge of administration and operations of an institution of higher education. Supervisory skills. Ability to use statistical software. Ability to establish and maintain positive working relationships. Ability to effectively present and defend research results.

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Education/Experience
Master's degree in a relevant field and five years progressively responsible experience, or an equivalent combination of education, training, and experience. Supervisory experience. PhD preferred.

MANAGEMENT 2

Typical Functions

- Manages the day-to-day operations, budget, and personnel of a unit with multiple functional areas.
- Directs activities of unit to ensure goals are met, projects are successfully completed and progress is made toward strategic initiatives.
- Creates forecasts and projections.
- Creates executive summaries that incorporate highly technical and complex information.
- Develops, implements, and measures progress of long-range and strategic plans.
- Modifies the strategic direction and organizational structure based on technological changes and business needs.
- Participates in the strategic planning process with University officials.
- Collaborates with campus partners on services provided and develops services to meet needs.
- Develops and implements internal policies, procedures, and priorities and proposes modifications to university policies.

Complexity and Decision Making Authority
Decisions have far-reaching impact. Acts with substantial discretion. Develops innovative solutions for difficult, complex and systematic problems that may have precedent setting implications for the institution.

Knowledge, Skills, and Abilities
Knowledge of advanced research methods, statistical techniques, and quantitative methodology. Knowledge of administration and operations of an institution of higher education. Knowledge of strategic planning processes. Supervisory skills. Ability to use statistical software. Ability to establish and maintain positive working relationships. Ability to effectively present and defend research results. Ability to make sound recommendations to all levels of decision makers based on data analyzed. Ability to interpret data needs and create reports that accurately answer questions asked.

Education/Experience
Master's degree in a relevant field and seven to ten years progressively responsible experience, or an equivalent combination of education, training, and experience. PhD preferred. Supervisory experience.