



Senior Data Analyst

Job Description

Area	: MIS
Salary	: £36,707 - £41,309 (<i>per annum</i>)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Director of Information and Planning
Responsibility for	: Leading on the production of accurate, timely and accessible data reports and dashboards <i>and</i>; : Promoting the welfare of children and young people.

Main Purpose of Job:

Lead role in supporting senior colleagues to maximise the use of information in the management of the College, drive continuous improvement and:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality

The post-holder will be a member of the MIS team.

Key Duties and Responsibilities:

- (1) Reflect the vision, mission, aims and values of the College.
- (2) The post holder will lead on the production of accurate, timely and accessible data reports & dashboards for Governors, the Senior Leadership Team & college middle management.
- (3) The post holder will support the development and implementation of College quality improvement planning through the provision of robust and accurate management information on student data, funding and other key performance indicators, both internally and to external funding bodies and stakeholders.
- (4) The post holder will be responsible for monitoring funding targets, forecasting, identifying and implementing any required corrective action, advising senior management and curriculum areas on optimising funding streams, improving success rates and meeting key government priorities.

- (5) The post holder will lead on supporting the curriculum and cross college teams with ad-hoc data requests & queries.
- (6) The post holder will lead on the development, maintenance and integration of critical College information systems including Finance, HR, Student Records, 4Cast & Quality monitoring systems such as Moodle, ProMonitor, Smart-Assessor and ProAchieve.

Reporting

- (7) Manage the reporting team to ensure the following are achieved:

- 7.1 Help, train, support and develop other staff within MIS take on junior report writing roles.
- 7.2 Provide a pro-active planned and an ad-hoc reporting service to meet the requirements of the College.
- 7.3 Report to Governors on key performance indicators throughout the College.
- 7.4 Optimisation of the use of ProSolution to improve the efficiency and effectiveness of student administration.
- 7.5 Support the development of online data reports and dashboards from college systems.
- 7.6 Support curriculum and cross college teams with ad-hoc requests for data and information, providing the output in an easily accessible format.
- 7.7 Develop, deploy and maintain robust, accurate and user-friendly data reports on College activities.
- 7.8 Be an escalation point for users who have identified problems with reports or had issues with datasets within the MIS and funding applications.
- 7.9 Provide training to curriculum and senior managers in the use of cross-college reporting systems, including those identified above.

- (8) Provide high value management reports to inform both operational and strategic decision making.

- (9) Provide a regular suite of curriculum planning reports on funding, learner numbers and performance ensuring the college management information meets funding body requirements.

Information Systems

- (10) Manage the development, implementation, maintenance and integration of College systems where data is transferred internally.
- (11) To carry out investigations and develop solutions to emerging problems.
- (12) Manage the maintenance and update of the Student records system, ensuring that integration with other systems is optimised.
- (13) Help in the testing of application software patches to ensure systems remain operational post-hotfix.

- (14) Develop, maintain and monitor the systems, processes and procedures that ensure the accuracy of MIS data and quality of information.
- (15) Ensure links to various supporting database systems, such as financials, are maintained.

Generic

- (16) Support and promote a culture of innovation, excellence and equality.
- (17) Comply with College policies, procedures and agreements.
- (18) Contribute to the risk management of the College.
- (19) Support and follow the College's strategies on equality, diversity and safeguarding.
- (20) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (21) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (22) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Senior Data Analyst Person Specification



Cheshire College
South & West

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• Degree and/or a comparable professional qualification	✓				✓	
• GCSE Grade C (4/5) in Maths and English (<i>or equivalent</i>)	✓				✓	
• Relevant evidence of CPD	✓				✓	
Skills and Experience						
<u>Essential</u>						
• At least two years' experience of working at a senior / middle manager level within the FE sector as a Report Writer within MIS using MS SQL Server 2012/14/16	✓	✓				
• Proven experience of analysing data and producing complex reports using a variety of reporting techniques including T-SQL, SSRS, SSIS, BI Tools etc.		✓				
• Clear and comprehensive knowledge of SQL databases	✓					
• Excellent knowledge of Funding especially FE including Study Programmes, AEB & Apprenticeship provision & also ALS/ HE	✓		✓			
• Extensive knowledge of how curriculum provision is structured to maximise both performance & income	✓		✓			
• Extensive knowledge of FE performance measures and data	✓		✓			
• Advanced IT skills (T-SQL, SQL Server BI Stack, MS Office suite & proprietary s/w)	✓	✓				
Personal Attributes						
<u>Essential</u>						
• Strong interpersonal skills			✓			✓
• Excellent team worker			✓			✓
• Able to communicate effectively with learners and staff		✓				✓
• Ability to carry out all work with attention to detail	✓		✓			
• An ability to prioritise and work under pressure			✓			✓
• Ability to use own initiative and work with minimum supervision		✓	✓			✓
• Commitment to on-going professional development	✓		✓			✓
• Full, enhanced DBS			✓			

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