



Senior Data Analyst

Job Description

Area	: Information & Planning
Salary	: £34,778 - £39,139 (per annum)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Director of Information & Planning
Responsibility for	: Ensuring all MIS and related systems are fit for purpose and provide timely and accurate College data reports <i>and</i> ; : Promoting the welfare of children and young people.

Main Purpose of Job:

To ensure the technical team provide an outstanding service to all areas of the college in relation to data reporting and key business critical systems, ensuring that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is innovative, developmental and constantly improves the systems and reporting;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College; *and*
- Promotes a culture of excellence and equality

The post-holder will be a member of the Information and Planning team.

Key Duties and Responsibilities:

- (1) Provides an expert knowledge of all MIS and related systems.
- (2) To maintain key College systems, including (*but not limited to*): Central MIS system, College dashboard, reporting facilities and College performance systems.
- (3) Lead the technical team to ensure work requests are recorded centrally and prioritised under the guidance of the Director of Information & Planning.
- (4) Ensure all MIS and related systems have appropriate access and permission groups.
- (5) Conduct regular team meeting, ensuring to invite key customers and stakeholders as required; ensure all actions are taken and resolved timely.

- (6) Regularly review systems, reports, and technologies for their effectiveness to deliver an outstanding service.
- (7) Help train, support and develop other staff on key College systems.
- (8) Support Curriculum and other cross College teams with ad-hoc requests and user-friendly data reports that are both timely and accurate.
- (9) Research new and emerging technologies and share with Director of Information & Planning where relevant to do so.
- (10) Ensure all reports are checked for accuracy prior to publication – develop a system to conduct peer reviews and sense checking that all of the team can follow.
- (11) Be prominent with key managers around the College, ensuring positive working relationships.
- (12) Contribute to the decision making for key projects such as online enrolment, self-assessment data reporting and other key system integration projects.
- (13) Ensure central MIS system reporting is fit for purpose for all key departments within the College, in conjunction with the Director of Information & Planning.
- (14) Ensure all technical work is documented and can be followed on the development Sharepoint site, in the event of any staff absence.
- (15) Undertake the normal administrative duties required of staff including assistance with enrolment or other events when required.

Generic Duties and Responsibilities:

- (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



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 (<i>or equivalent</i>) in a relevant discipline	✓			✓	
• GCSE Grade C (4/5) in Maths and English (<i>or equivalent</i>)	✓			✓	
<u>Desirable</u>					
• Evidence of on-going professional development	✓			✓	
• Microsoft Certification	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Proven track record in delivering effective technical solutions to customers	✓		✓		
• Experience of working in an education environment (<i>or a similar related MIS technical role</i>)	✓		✓		
• In depth knowledge of Microsoft reporting frameworks and T-SQL	✓		✓		
• A proven ability to be a proactive lead to a team of technical staff	✓		✓		
<u>Desirable</u>					
• An excellent working knowledge of performance systems, including QAR methodology	✓		✓		
• Knowledge of Microsoft 365/ Power Apps Portal	✓		✓		
• Knowledge of Sharepoint lists and Microsoft flow	✓		✓		
• An understanding of Power Bi	✓		✓		
Personal Attributes					
<u>Essential</u>					
• Strong interpersonal skills			✓		✓
• 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			✓			
----------------------	--	--	---	--	--	--

Update: September 2021