Corporate Insights Manager
JOB DESCRIPTION

LOCATION: Flexible though base will be one of our offices or Academies.

SALARY: Manager Level – SS 40-51 – currently £36,153 – 46,608 (plus relevant weighting if London based)

REPORTING TO: Chief Operating Officer

CONTRACT: Permanent; 37.5 hours per week

Role Purpose:

The purpose of this role is to support the Chief Executive, Executive Leadership Team and Board of Trustees in using and interpreting the range of educational and operational data available.

A can-do attitude is essential, as well as flexibility to support the business as it evolves. You will have excellent inter-personal skills, enabling you to work with all colleagues professionally, enthusiastically and with relentless attention to detail and accuracy.

Key Accountabilities:

Reporting to the Chief Operating Officer, this post holder will be accountable for:

- Developing data services to support educational achievement and to evidence outcomes and impact
- Producing robust analyses of operational data to support and inform effectiveness of regional and national systems
- Defining and developing reporting dashboards for use with different groups of stakeholders: ELT, trustees, regional staff and in academies
- Managing timely flow of business intelligence information to all users
- Delivering the annual trust-wide staff satisfaction survey
- Working closely with regional data and information system leaders to produce clear, accurate analysis of educational data from all E-ACT academies, including prompt reporting of exam results in July and August
- Ensuring that regional teams have access to up-to-date information that can be used to inform their decision making and school improvement
- Undertaking data analysis as and when required by the Director of Corporate Services or other members of the Executive Leadership Team
- Supporting ELT in improving how data is used, managed and presented
- Working with internal colleagues to improve the accuracy of data submitted to the national team and to reduce the duplication of data requests
- Utilising technology and communication tools to encourage collaboration, improve the knowledge that is available across the trust and provide best use of available resources

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a head teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to *think big* for yourselves and for the world around you;

- We want everyone to *do the right thing* in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;

- We want everyone to show strong *team spirit*, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big and act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Think Big	• Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Do the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission

Show Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual
	• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission
	• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level
	• Recognise and celebrate the success and achievements, no matter how small, of your colleagues
	• Be generous with sharing your knowledge to help to develop others
	• Understand and be willing to receive suggestions and input on your area of work from others
	• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
	• Be aware of other peoples' needs and show an ability to offer genuine support
	• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement   Assessed at
E – Essential   **A** – Application Stage

D – Desirable   **I** – Interview Stage

                         P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Advanced Microsoft Excel skills	X		X	X	X
	Experience using Power BI	X		X	X	X
	Clear written communication style	X		X	X	X
	Clear verbal communication style	X		X	X	X
	Ability to communicate statistical information and data clearly to non-specialists	X		X	X	X
	Experience of survey design and analysis	X		X	X	X
	Evaluating staff satisfaction	X		X	X	X
	Accuracy and attention to detail	X		X	X	X
	Experience with developing and monitoring KPIs		X			
	Knowledge of educational Management Information Systems and other educational data tools.		X			
Experience	At least a bachelor's degree, or equivalent, in business, management, accounting, economics, statistics, information science or similar		X	X		
	A master's degree in an information science and visualisation discipline, or equivalent qualification		X	X		
	Working within the education sector.		X	X		
	Identifying new opportunities to improve the service at all our academies.		X			X
Skills	Ability to build strong relationships with senior staff.	X		X	X	X
	Ability to work on own initiative	X		X		X
	Collaboration – working with and through others to deliver your work	X	X	X		X