Personal Specification
Data Manager

Post Title: Data Manager

	Essential	Desirable
Working knowledge of Windows Server 2016:		✔
Working knowledge of Windows Analytics, BI and/or SQL Server:	✔	
Strong knowledge of SQL quires across raw-data:		✔
Experience with SQL DB scripts and queries:		✔
Data-integration skills utilising various datasets, databases and applications:	✔	
Exposure to Cloud Data Services:		✔
Very strong knowledge of MS Excel:	✔	
High level of Excel Macro / Query creating:		✔
Experience of Management Information Systems:	✔	
Experience of data analysis and data reporting:	✔	
Knowledge of timetabling software such as Nova T6:		✔

Role Deliverables:

1. To Manage the Trust's Data across CHAT, and own the maintenance, integrity and cleanliness of all data sources and 3rd party data solutions.

2. Organise data to ensure scheduled tasks are performed around bulk data changes across Staff or Students.

3. To model, develop, design and create regular data representation and reports for the Governors, Trustees, Chief Executive, and Senior Leadership teams.

4. Ability to work with Senior Leaders and Educators for the tailoring of detailed data reports, and provide face-to-face consultation for Educational staff for delivering data analysis. These may be via raw BI/SQL data queries, or Software based data applications.

5. Deliver data-models for gap-analysis around exam results, KPIs or other specific BI needs for the Trust.

6. Consistent engagement with Business Services, HR and Finance, Data Protection Manager as well as Head of I.T for change management, and data development planning in-line with overall Strategic plans.

7. Design and populate data-dashboard(s) for key management data analysis and tracking performances, and/or set targets at Academy or Departmental levels.

8. To maintain the current high level of data protection, privacy and integrity of all Staff and Student data in accordance with applicable Data Protection legislation.

9. Undertake creation of Trust wide pupil census reports, and other such reports for external agencies such as the DfE.

10. Deliver a data development plan for existing MIS Systems, and possible routes to Cloud services across the Trust.

Experience	Supporting a medium to large Database in a Public or Private establishment, and a in fast changing environment.
	Dealing with a high service demand and changes in Data, and a background of detailed data interrogation and analysis.
	Data management, integrations and cleansing across a medium sizes organisation.
Aptitude	Ability to deal tactfully with staff and students, whilst also developing a good rapport with academy staff.
	Ability to communicate effectively with staff, staff and peers.
	Ability to implement and drive change.
	Ability to prepare documentation, reports and excel/sql data models.
Skills	Good inter-personal and communication skills.
	Good team player with a very service-based approach to work.
	Administrative skills.