



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post title: Trust Data Officer

Responsible to: Education Director

Purpose: To provide technical direction, advice and leadership for Data related services, ensuring longer term strategic goals are met. The Trust Data Officer has overall responsibility for coordinating Greenwood Academies Trust (GAT) data strategies, analysis and associated research and reporting activities. The Trust Data Manager will support the Trust Directorates and Academies providing accurate, timely and relevant information for their diverse requirements.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

Main (Core) Duties:

- Responding to requests for data analysis and research
- Providing other GAT directorates with useful information to enhance their functions
- Understanding GAT information needs and business objectives and implementing appropriate data design and analysis strategies
- Using a variety of statistical techniques and software to provide the most effective data
- Coordinating the work undertaken by the Data Team
- Assisting with the personal development of the Data Analysis team members with respect to their knowledge
- Maintaining a calendar of data analysis activities
- Producing regular reports of data analysis and research activity
- Managing and mentoring the Data Team
- Complete regular reports for GAT on key performance indicators

- Ensuring that working processes are efficient and adhered to by the Data Team
- Responsibility for monitoring the overall quality and consistency of data analysis, research output and reports
- Making recommendations for process improvements, demonstrating regular audits and necessary amendments
- Liaising with suppliers where necessary for the completion of data analysis, research output and reports
- Ensuring adherence to individual procedures and processes including adherence to the GAT's ISO standards were applicable and the Data Protection Act
- Ensuring suitable communication/updates are being provided to GAT Directorates
- Identification of opportunities to improve the Data Team's service and output
- Monitoring and reporting on the outcome of all data analysis, research output and reporting
- Collaborating effectively with other teams to ensure that GAT directorates and Academies receive a coherent service
- Work with Service Delivery in ensuring applicable third line support for GAT application software according to agreed SLAs
- Identify areas of weakness in support and develop remedial plans
- The Trust Data Manager will ensure that GAT delivers exemplary output
- Protecting information and confidentiality of GAT by adhering to and understanding the relevant sections of our Information Security Management System, ISO27001
- Undertake performance development review of identified support staff under the post holder's direct line management.
- To promote the vision and values of the Trust with all stakeholders including parents, visitors and the local and wider community.
- Any other duties deemed appropriate to grade and skills.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.