

Job Description and Person Specification

Job Description

Job Title:	Systems Developer and Data Automation Manager
Hours:	37 hours per week.
Contract type:	Permanent, Whole Time.
Responsible to:	Director of Information Strategy
Role Purpose:	<ul style="list-style-type: none"> In this role, you will be responsible for system creation and development, automating reporting processes, and effectively managing and analysing data using tools such as Excel and Power BI.
Key Responsibilities:	<p>System Development:</p> <ul style="list-style-type: none"> Design, develop, and implement robust systems to streamline reporting and analysis. Collaborate with schools and other teams to understand requirements and ensure the development of effective solutions. Continuously optimise and enhance existing systems for improved efficiency and functionality. <p>Data Automation:</p> <ul style="list-style-type: none"> Automate data collection, transformation, and loading processes to ensure timely and accurate reporting. Facilitate data flow across various systems. Troubleshoot and resolve issues related to data automation processes. <p>Reporting:</p> <ul style="list-style-type: none"> Develop and maintain dynamic and interactive reports using Excel and Power BI. Collaborate with stakeholders to gather reporting requirements and ensure the delivery of insightful and actionable reports. Implement best practices for data visualisation to enhance report clarity and effectiveness. <p>Data Analysis:</p> <ul style="list-style-type: none"> Conduct data analysis to extract valuable insights and trends. Provide data-driven recommendations to support decision-making. Collaborate with other teams to understand data requirements and deliver relevant analyses. <p>Documentation and Training:</p> <ul style="list-style-type: none"> Document systems, processes, and data workflows for future reference and knowledge sharing. Conduct training sessions for end-users to ensure the effective use of developed systems and reports. <p>Quality Assurance:</p> <ul style="list-style-type: none"> Implement and follow best practices for quality assurance to ensure data accuracy and system reliability. Perform regular audits and checks to identify and rectify discrepancies.

Special Conditions:

- Participate in training and other learning activities and performance development as required.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.

The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.

Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 4 (or equivalent) in relevant subject.	*	
	Level 5 (or equivalent) in relevant subject. Degree in relevant subject.		*
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
Experience	Proven experience in software development and data automation.	*	
	Experience of use of data systems i.e. MS Excel.	*	
	Proficiency in Excel and Power BI.	*	
	Strong analytical and problem-solving skills	*	
	Excellent communication and collaboration abilities.	*	
	Knowledge of database management systems.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Embody the ethos & values of the Trust.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be able to work flexibly in order to achieve time-bound objectives.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Work Related Assessment, Interview Process and References. Any relevant issues from references will be taken up at interview. Training on school specific systems will be given via a bespoke induction and CPD programme.