

Job Description

Job Title:	Data Insights Analyst
Group:	UK
Dept/Project/Service:	Teacher Development Programmes
Reports to:	Data Solutions Manager
Responsible for:	N/a
Usual office base:	Reading, with flexibility for remote working
Grade:	6

Job Purpose:

To drive continuous improvement and operational excellence by using an evidence - based approach from internal and external sources. The role holder is expected to work autonomously on the analysis of the available data to support improvements to service design and operational ways of working.

Job Objectives:

1. Act as a subject matter expert in data capture and analysis that goes above and beyond contractual requirements to assist programmes to understand key risk and success indicators.
2. Support the management team to maintain a monitoring and evaluation plan that is subject to continuous improvement.
3. Collaborate with the Teacher Development management team to understand key programme priorities and pro-actively suggest analytical projects using available data sets that could support in the achievement of these priorities.
4. Undertake in-depth analysis of relevant data sets using appropriate analytical and visualisation tools to provide insights to staff of all levels including senior management.

5. Take ownership for the creation, maintenance and adherence to a schedule of Business As Usual (BAU) reporting in line with the programme's monitoring and evaluation plan and provide relevant insights and recommendations based on the findings.
6. Act as liaison to external parties engaged to assess impact on the programmes, providing guidance to both the business and the 3rd party to help maximise the output of these activities.
7. Work collaboratively with the Data Solutions Manager to deliver appropriate data solutions that will support the programme to fully embed the monitoring and evaluation plan.
8. Provide induction and on-going training and support to colleagues to support their understanding of data analytics and build capacity in this area where appropriate to do so.
9. Work collaboratively with the Quality Assurance Lead to support the retrieval and analysis of datasets to deliver continuous improvement.

Scope:

The Teacher Development programmes are delivered nationally, however administration of the programmes is predominantly undertaken at the Reading office. There will be substantive opportunity for remote working.

The above job description is intended to provide a broad outline of principal duties and responsibilities and will be the subject of periodic review. The job holder may, from time to time, be asked to undertake other reasonable duties.

Person Specification:

Knowledge

Essential:

- Advanced knowledge of Microsoft packages including, Excel (V Look Ups, Pivot Table and Macros), Access, Word, PowerPoint and MS Forms
- Advanced knowledge of customer voice solutions
- Understanding of the principles and frameworks of successful project management e.g. Prince 2
- Advanced understanding of data analysis and visualisation tools and techniques
- Knowledge of the education sector
- Knowledge of monitoring and evaluation frameworks

Desirable:

- Knowledge of statistical packages such as SPSS



- Business Analyst qualification
- Specific knowledge of Teacher Development programmes

Experience

Essential:

- In depth experience of sourcing and using intelligence including high volume data sets to draw insights and provide recommendations for current and future projects
- Demonstrable experience of managing end to end projects
- Significant experience of working on multiple projects and tasks and delivering to deadlines
- Significant experience of working with high levels of autonomy and self-motivation
- Ability to create dashboards and reports that communicate insights to stakeholders

Desirable:

- Previous experience of working collaboratively with external parties to assess programme impact

Skills

Essential:

- Excellent analytical skills, confident managing both quantitative and qualitative intelligence
- Clear and logical thinker
- Able to create enthusiasm for and engagement with complex, technical information to non-technical audiences
- Very strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams at every level across the organisation
- Ability to prioritise workload and work to deadlines
- Ability to use initiative, demonstrating commitment and flexibility
- Works to a high degree of accuracy and attention to detail
- Ability to produce reports to a high written standard

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.