

## Job Description

<b>Job Title:</b>	Data Solutions Manager
<b>Group:</b>	UK
<b>Dept/Project/Service:</b>	UK Education Services – Teacher Development
<b>Reports to:</b>	Programme Director
<b>Responsible for:</b>	2 x Data Insights Analyst
<b>Usual office base:</b>	Reading, with flexibility for remote working
<b>Grade:</b>	5

### Job Purpose:

The Data Solutions Manager is responsible for developing and improving data and reporting solutions, and the improvement of data processes within the Teacher Professional Development (TPD) programmes. Work with the Programme Director, senior managers, and workstream leads to create and continuously improve processes to accurately report data on our TPD programmes. Build dashboards, undertake analysis and ensure underlying data is robust. Work with stakeholders across the programmes to provide the leadership and delivery teams with data driven insight that enables the teams to make effective decisions. Drive continuous improvement and operational excellence by using an evidence-based approach from internal and external sources.

### Job Objectives:

1. In conjunction with the wider programme team, support the development of solutions and tools to improve monitoring, tracking and evaluation.
2. Liaise with multiple stakeholders to undertake data collection processes and develop / embed data collection tools and processes within programme delivery.
3. Ensure quality controls are in place, conducting data verification and other quality assurance activities, including spot checks, data quality assessments and data



cleanse activities etc to ensure the accuracy of programme data and reporting documents.

4. Share learning and insights from the data with the wider programme team on a regular basis and ensure that access to relevant data is available for programme reporting purposes as required.
5. Use Customer Relationship Management (CRM) data from Dynamics and inhouse learning platforms to undertake programme analysis.
6. Find efficiencies in programme data and drive change and continuous improvement within current data processes.
7. Liaise with technology colleagues to ensure a focus on data collection & retention is maintained through the organisation.
8. Through analysis of data, identify risks to delivery, working with the programme team to resolve or escalate issues.
9. Facilitate and/or provide training to the wider programme team and partners, where required.
10. Understand the available data sources (including the Learning Management System (LMS)) and ensure that the source data is robust, setting up processes for data hygiene and data validation as appropriate.
11. Where required, collaborate with colleagues in the Business Development team to ensure new business opportunities are identified and provide input to the bid process by providing technical support to the preparation of expressions of interest and other documents prior to submission, including providing high quality and high scoring text for bids.

## **Person Specification:**

### **Knowledge**

#### Essential:

- » Education to degree level (or equivalent) in a relevant field or subject
- » Practical knowledge and understanding of research methods and analysis



**Desirable**

- » An understanding of the education sector

**Experience****Essential:**

- » Experience developing Data Solutions and dashboards using Data Visualization tools, particularly PowerBI
- » Experience of working with quantitative data, understanding analysis and providing reports to senior stakeholders
- » Wide experience with large and varied data sets, with a focus on improving data quality and processes
- » Demonstrable experience in data manipulation, cleansing and analysis

**Desirable**

- » Experience of facilitating and/or providing training
- » Experience of producing comprehensive, high quality research reports and presenting technical content for a non-technical audience, including key stakeholders

**Skills****Essential:**

- » Excellent analytical skills
- » Demonstrably strong analytical, research and critical thinking skills
- » Advanced Excel, with Power Query experience
- » Planning and organisational skills
- » Ability to work independently with minimum supervision
- » Ability to perform well under pressure and to tight deadlines
- » Value diversity and take pride in building a team that brings together diversity of thought, perspectives and expression

**Desirable**

- » Experience with relational databases (e.g, SQL Server)
- » Experience with programming languages for data manipulation and analysis (e.g., Python pandas, R)
- » Experience managing others (line management or matrix management)

**Competency Band:** 3

**Key competencies for the role:**

<b>Our Values</b>	<b>Key Competency 1</b>	<b>Key Competency 2</b>
<b>Excellence</b> – creating and leading success	Delivering excellent service	Motivating others
<b>Integrity</b> – supporting and building trust	Communicating with impact and empathy	Following through responsibilities
<b>Accountability</b> – delivering and improving	Continually improving	Driving performance
<b>Collaboration</b> – engaging and partnering	Building effective relationships	Sharing knowledge with others

**Job Family:** Data Solutions

**Education Development Trust 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 and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust 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.**

