

JOB DESCRIPTION – Data Analyst / Report Writer

Location: Hereford

Purpose of the Job

To provide data analysis and insights to the Heart of Mercia Multi-Academy Trust's board and executive and academy senior leaders, enabling them to make informed, evidence-based decisions which support the Trust's mission and goals.

Main Duties and Responsibilities

- Work with the executive group, business group and academies within the Trust to define clear requirements for data analysis initiatives
- Work with broad and complex datasets, successfully extracting the 'signal from the noise' and resolving data quality issues encountered
- Develop and maintain reports and dashboards using Power BI, Reporting Services and other appropriate tools
- Carry out ad-hoc reporting requirements as required
- Communicate results and make recommendations using data visualisation and presentations
- Interpret data, developing an analytical approach
- Maintain a focus on understanding the meaning and implications of the data
- Work with academy data/MIS teams to ensure any data collections are completed in time to meet reporting deadlines
- Support the on-boarding of new academies to the Trust
- Attend relevant training events and meetings as required
- Actively seek to support users in the use of MIS and related systems
- Any other duties that may reasonably be requested.

General Responsibilities

- The post holder is expected to respect any information that comes into their possession or exists in their environment relating to students, colleagues, and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with Academy procedure and their training.

PERSON SPECIFICATION – Data Analyst / Report Writer

The Trust regards the following as important criteria and some essential (E).

Qualifications

- A relevant degree/equivalent qualification, or evidence of substantial continuing professional development (E)

Experience

- Experience of day-to-day reporting (E)
- Experience of developing bespoke reports using appropriate tools (E)
- Strategic analysis and a record of delivering to deadlines (E)
- Experience of using statistical methods to describe or make inferences about data (E)
- Effective collaborative or partnership working

Technology

- A good working knowledge of SQL and querying databases (E)
- Able to write and deploy reports using MS Reporting Services and Power BI or similar technologies (E)
- Understanding and practical experience of SQL Server Management Studio, Azure Data Studio or Visual Studio or similar technologies (E)

Knowledge and Awareness

- An understanding of the outward facing nature of the role in developing external relationships (E)
- Knowledge of current strategic issues and awareness of day-to-day issues
- An understanding of the key issues for the education sector

Skills

- Ability to communicate insights and results of data analyses by producing written reports, dashboards and presenting face-to-face (E)
- Be clear-thinking, with a creative and innovative approach to dealing with issues and problem solving (E)
- Ability to manage and take responsibility for own workloads, handle multiple priorities and meet deadlines (E)
- Ability to translate the essence of complex data into language or formats others will understand (E)
- Can work with a high level of accuracy in detailed work (E)

Personal Qualities

- Ability to work independently, using own initiative, and also as part of a team (E)
- A strong intuition for how organisations function, and how data insight can contribute (E)
- Personal and professional integrity (E)
- Commitment to the principles of equality and diversity (E)
- Intellectual rigour and the ability to analyse and explain complex issues (E)