|  |  |
| --- | --- |
|  | **lgo_northern_skills_rgb** |

|  |  |
| --- | --- |
| Job Description |  |

|  |  |
| --- | --- |
| Post Holder |  |
| Job Title | Senior Data & Reporting Analyst |
| Responsible to | Data and Performance Manager |

**Purpose: Key Strategic Objectives**

* To actively contribute to the College’s Strategic Plan and in particular the ambition to become an outstanding provider of education and training.
* To hold and actively demonstrate the Colleges Core Values in all that you do.
* Aim High…
* Work Hard…
* Take Responsibility…
* Do What’s Right…
* Respect Others…
* Challenge Yourself….
* Take Pride……
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

**Specifically the Post Holder’s responsibilities will be as follows**

1. To support the review and development of current management information systems.
2. To be directly involved in the implementation of system improvements.
3. To co-ordinate the workload of the colleges data reporting team.
4. To co-ordinate the development of key performance reports to accurately monitor key performance measures across the College.
5. To use Microsoft Access, Microsoft Excel, Microsoft SQL Server and SQL Server Reporting Services (SSRS) to create and develop a range of MIS databases to monitor and report key performance outcomes
6. To create Power BI and SSRS reports for use internally and externally
7. To enhance the SQL Data Warehouse and SSAS cube with additional data and measures
8. To be actively involved in the attainment of objectives contained with the College’s Strategic Plan.
9. To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.
10. To work with College staff to enable them to clarify and define their information needs, and then develop and provide relevant data in an appropriate format to inform progress reporting and business decisions.
11. To develop bespoke and adhoc data reports and analysis as required.
12. To access data from a variety of management systems including Pro Solution, Pro Monitor and Pro Achieve to generate key reports on classroom based learning, apprentices, subcontractors and full cost provision.
13. To assist and train College staff in the analysis and interpretation of management data to facilitate timely and accurate business critical decisions.
14. To monitor the quality and accuracy of data to meet the College’s reporting requirements.
15. To maintain SQL reports to ensure any database updates are accurately reflected in routine reporting formats.
16. To actively show a commitment to the Department and organisation’s strategic objectives.
17. To show an active commitment to the College's Equality and Diversity Policy, Quality Frameworks and Health & Safety Procedures.
18. To actively participate in Continuous Professional Development including the introduction of new technologies to allow you to contribute effectively to the success of the College.
19. The College may, in consultation with you, need to vary these duties from time to time in order to respond to the changing requirements of the College. Such other duties will be commensurate with your skills, knowledge and experience.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Person Specification |  |

| **Category** | **Ref** | | | | **Criteria Description** | | **Method of Assessment** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Skills and Abilities** | | | | | | | |
| Essential | 1.1 | | | | Ability to write SQL queries to extract data from databases using SQL queries. | | Application /Interview |
| 1.2 | | | | Proficient use of Microsoft Access and Microsoft Excel. | |
| 1.3 | | | | Experience of Power BI analytics | |
| 1.4 | | | | Microsoft SQL Server and SQL Server Reporting Services (SSRS). | |
| 1.5 | | | | Highly proficient use of Management Information Systems. | |
| 1.6 | | | | Highly developed analytical skills. | |
| 1.7 | | | | Excellent communication skills, both written and verbal. | |
| 1.8 | | | | Experience of managing teams | |
| 1.9 | | | | Ability to use initiative and work with minimum supervision. | |
| 1.10 | | | | Ability to work as part of a team. | |
| 1.11 | | | | Highly motivated delivery work to a high standard. | |
| 1.12 | | | | Ability to prioritise workload at all times. | |
| Desirable | 1.12 | | | | Experience of the Compass suite of MIS products including: ProSolution, ProMonitor and ProAchieve or other educational MIS products. | |  |
| **2. Qualifications and Training** | | | | | | | |
| Essential | 2.1 | | | | Minimum of a Level 3 qualification in an IT related subject. | | Application/Verification of original certificates |
| 2.2 | | | | Level 2 Maths and English. | |
| 2.3 | | | | Completion of SQL training. | |
| Desirable | 2.4 | | | | Educated to degree level or equivalent in IT, Computing and Management. | |
| **3. Attitude/Disposition** | | | | | | | |
| Essential | 3.1 | | Reliability. | | | | Application/Interview/  References |
| 3.2 | | Integrity. | | | |
| 3.3 | | Ability to contribute effectively to team operations. | | | |
| 3.4 | | Commitment to quality of work with an excellent attention to detail. | | | |
| **4. Other Requirements** | | | | | | | |
| Essential | | 4.1 | | | Excellent IT Skills. | | Application/Interview |
| Desirable | | 4.2 | | | Good working knowledge of relevant IT systems. | |
| **5. Knowledge** | | | | | | | |
| Essential | 5.1 | | | Understanding of database structure. | | Application/Interview | |
| 5.2 | | | Knowledge of SSRS (Server Reporting Services). | |
| 5.3 | | | Experience developing and extending reporting systems. | |
| Desirable | 5.4 | | | Knowledge and understanding of the FE sector and performance data sources. | |
| 5.5 | | | Knowledge of key performance indicators for FE sector and sources of data. | |
| 5.6 | | | Knowledge of data reporting and benchmarking sources. | |
| **6. Experience** | | | | | | | |
| Essential | 6.1 | | | Experience in a SQL reporting role and data extraction to generate a variety of reports. | | Application/Interview | |
| 6.2 | | | Experienced user of Microsoft Excel, Microsoft SQL Server and Server Reporting Services to generate data reports in a range of formats. | |
| 6.3 | | | Intermediate to advance proficiency level in Microsoft Excel and Access. | |
| 6.4 | | | Experience in data reporting. | |
| Desirable | 6.5 | | | Experience in a SQL reporting role in a FE setting developing reports on key performance indicators including attendance, achievement rates and progression data. | |
| 6.6 | | | Experience of utilising database management skills. | |

|  |
| --- |
| Contract Arrangements |

Staff will be engaged under a Contract of Employment determined by Northern Skills Group Business Services, supported by Contract Guidelines. The following salient features will apply:

|  |  |  |
| --- | --- | --- |
| 1. | Contract type | Full Time, Permanent. |
|  | | |
| 2. | Working week | 37 hours per week. |
|  | | |
| 3. | Holiday | Colleagues are entitled to 25 days (FTE) annual leave plus statutory holidays.  Annual leave is a service related entitlement, which will increase as below and come into effect from the 1st January following the anniversary date. (holiday year 1 January - 31 December)   * 5 years’ service 26 days * 10 years’ service 28 days * 15 years’ service 30 days. |
| 4. | Period of Notice | Two months |
|  | | |
| 5. | Salary Scales | Up to £40,344 per annum  Plus up to £5,000 market rate supplement for an exceptional candidate (to be reviewed annually). |
| 6. | Life Assurance | Non-contributory Life Assurance Scheme. |
|  | | |
| 7. | Healthcare | Non-contributory Healthcare Scheme. |
| 8. | Pension | Northern Skills Group operates a pension scheme through NEST.  The contribution rate is currently 5% of pensionable salary. |
|  |  |  |
| 9. | Sickness | The Corporation’s Sickness Policy will apply and further information is available from the Human Resources Department on request. |
| 10. | Probationary Period | 6 months. |
| 11. | Disclosure & Barring Service Check | From the 1 August 2018, new employees (with the exception of Apprentices, Business Support Scales 1, 2 & 3 or equivalent in Northern Skills Group) will be required to pay for the Disclosure & Barring Service Check, and this will be deducted from their payroll over the first three months of employment. The current cost of a Disclosure & Barring Service Check is £58.40. |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**