

Role Specification

Position:	Senior Manager (Data Analyst)
Reports to:	Board of directors
Responsible for:	Data Co-ordinator
Key Relationships:	Directors, Senior Management Team and wider ETF Group Staff, external stakeholders and customers
Place of Work:	Homebased - also required to work ETF group sites as directed <i>(Must be capable of travelling for business related purposes)</i>
Contract:	Full Time 37.5 hours p.w.
Salary Band:	£39,895 - £51,005

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview:

This role is responsible for analysing ETF Groups activities working with key stakeholders to discover, collate and document data and information requirements, and identify key areas for improvement. You will act as a facilitator, communicator, and problem solver whilst eliciting and analysing requirements, including verifying, and validating them. The role will be responsible for planning all data analysis activities within projects.

You will oversee all data systems and reports used within ETF Group, and act as “Data Controller”, training other users on Power BI and SQL and system specific requirements. As an example, your day may include:

- Create new reports for DWP contract meeting using SQL
- Meet with DWP to discuss contract delivery
- Meet with SMT colleagues to plan for data reporting requirements
- Oversee data co-ordinator ILR return to ESFA
- Attend network meeting for ILR lead staff
- Prepare data for Ofsted visit

Key Objectives:

Objective	Measured by
<ul style="list-style-type: none"> • Supervise and manage staff 	<i>Breathe</i>
<ul style="list-style-type: none"> • Ensure data systems are fit for purpose 	<i>Stakeholder and colleague feedback, suite of reports</i>
<ul style="list-style-type: none"> • Ensure compliance with contract/grant requirements 	<i>Stakeholder and colleague feedback, SAR</i>
<ul style="list-style-type: none"> • Ensure compliance with data commissioner requirements 	<i>Registration with data commissioner office</i>
<ul style="list-style-type: none"> • Develop new community services 	<i>Return on social investment, Impact assessment</i>
<ul style="list-style-type: none"> • Demonstrate positive interpersonal relationships 	<i>Behaviours, feedback</i>
<ul style="list-style-type: none"> • Ensure a safe and healthy environment 	<i>Risk assessment, Statutory regulations</i>
<ul style="list-style-type: none"> • Promote a positive fun and interesting environment 	<i>Satisfaction and feedback</i>

Responsibilities:

Management Information Systems

- Oversee coordination of the operations of learner, customer, employer, staff, partners and sub-contractors records
- Ensuring compliance with contracts, audit, Ofsted, Matrix and information commissioner registration (as data controller and in line with data protection, freedom of information, GDPR etc).
- Source/Develop Power BI solutions/tools for data analysis
- Liaise and communicate to provide highly complex information to a wide range of internal and external stakeholders
- Act as the key point of contact for designated work programmes with commissioners, contract and finance managers, providers and external stakeholders
- Provide highly complex information about projects, initiatives and services to a wide range of stakeholders in a formal setting
- Use expert knowledge and skills to inform critical business decisions and in relation to Performance Review process, Self-Assessment and Inspection and Monitoring visits.
- Oversee administration and compliance for exams and registrations with awarding organisations.
- inform a forward plan for contracts and report progress towards contract achievement, highlighting any under/over performance.
- Oversee production and submission of external funding and statistical returns for external agencies/ funding bodies as required and ensuring all necessary returns are submitted in advance of required deadlines.
- Review and develop the data collection processes ensuring robust, complete and timely collection to meet ETF Group's needs.
- Oversee that clear and consistent processes and procedures are in place for supporting enquiry, enrolment, registration, examination entry, recording of achievements and destinations as well as employer/stakeholder records and employee records.
- Source and maintain contracts suitable for issue to subcontractors which protect ETF Group position and meet funding body requirements.
- Oversee a clear and consistent process for managing subcontractor provision in line with contract requirements and providing timely reports to the board
- Ensure evidence is appropriate, accurate and complete, implementing data integrity checks to ensure accuracy and reliability of all systems for funding bodies.
- Audit internal systems to ensure compliance, ensure pre/post audit requirements are identified and delivered for external audits.

- Train and support staff (internal and where appropriate external) using information systems as required.
- Project manage the analytical work related to designated work programmes
- Attend regional meetings and conferences within a network of professional contacts as required and deputise for directors when required.

Finance

- Manage a delegated budget and undertake regular budget monitoring
- Maintain petty cash systems and financial controls in line with company financial requirements (if appropriate) for your area of responsibility.

General

- Undertake staff supervision and management for your area of responsibility including the recruitment and selection of staff.
- Assist with gaining and maintaining quality standards within ETF Group.
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection (GDPR), Safeguarding and the promotion of Equal Opportunities at all times.
- Travel as required for business to support other ETF Group establishments to meet other business needs.
- Maintain and promote your workplace as a clean and healthy environment.
- Undertake any other duties required by senior management.

Safeguarding

ETF Group is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

Person Specification	Essential	Desirable
Qualifications		
Degree Level 5 educated (Management, business administration, computer science, finance or information systems)	✓	
BCS ISEP Business Analysis Diploma		✓
Literacy/Numeracy level 2 or equivalent	✓	
Skills & Experience		
3 Year's experience managing data systems	✓	
Experience of audit and compliance management		✓
Ability to work within financial budget controls	✓	
Experience of supervision/management of staff teams	✓	
Experience of delivering training		✓
Experience of working to company policies	✓	
Demonstrate an ability to maintain accurate records and administration	✓	
Excellent, organisational, presentation and communication skills	✓	
Excellent time management and project management skills	✓	
Excellent ICT skills	✓	
Expert skills Excel/Access & Power BI	✓	
knowledge of ESFA funding and the ILR tool		✓
Strong knowledge of SQL for data manipulation and extraction	✓	
Understanding of relational databases	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work-related attributes		
Creative/Imaginative thinker	✓	
Strong problem solving and logical reasoning skills	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate strong enthusiasm for the brand at all times	✓	
Demonstrate great communication skills: must be able to work collaboratively as part of a team	✓	
Ability to Work calmly under pressure	✓	
"Can-do" self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	