**THE TRAFFORD COLLEGE GROUP**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Data Analyst

**REPORTS TO:** Data Manager

**RESPONSIBLE FOR:** The development and maintenance of the College’s Data Warehouse, Dashboards and Reports.

**AREA:** Management Information Services (MIS)

**SALARY:** Scale 6 (£24,000 - £25,620)

**CONTRACT TYPE:** Trafford College Group Business Support

**Our Vision**

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

**Our Values**

**Bold**

Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

**Ambitious**

Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

**Respect**

Appreciate your own strengths while demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

**Collaborate and Teamwork**

Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

**Professional**

Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

Reporting to the Data Manager and supporting the Senior Data Analyst, this highly technical post forms an essential part of the Management Information Services team. The role is responsible for supporting the design, development and ongoing maintenance of the College’s Data Warehouse, Dashboards and Reports. The role helps enable the team to deliver service excellence through exceptional customer relationship skills and the identification of opportunities to improve the availability of data across the College Group. Supporting the Data team, the role is designed to focus on the needs of internal clients, external partners and a changing regulatory environment.

**Key Accountabilities:**

* Help design, develop and maintain the College’s Data Warehouse using T-SQL and SSIS.
* Build aggregated data-sets and data models using SSAS.
* Develop dashboards, data reports and analytics to ensure information is available in a way that meets the requirements of the service users.
* Support the team to deliver service excellence.
* Support the analysis of data to identify trends, areas for improvement and risk.
* Help ensure we are Ofsted and audit ready at all times from a data perspective.
* Forster great relationships with our partners especially those of key strategic priority for example, employers of apprenticeships, examinations boards etc.
* Lead on the development of HE data dashboards and reports

**Equality and Diversity:**

* It is the responsibility of the post holder to promote equality and diversity throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety**

* To promote health, safety and welfare throughout the College.
* To undertake their duties and responsibilities in full accordance with the College’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults**

* It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. Dealing with learner issues i.e. safeguarding and referring on to specialist staff.
* This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
* If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification – Assistant Data Analyst**

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** | | |
| Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential |  |  |
| Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do |  |  |
| Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind |  |  |
| Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals |  |  |
| Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work |  |  |
| **Qualifications** | | |
| A relevant professional qualification at HNC/HND level | ✓ |  |
| Microsoft Certification |  |  |
| Numeracy and literacy skills at Level 2 or a willingness to work towards | ✓ |  |
| **Experience** | | |
| Experience of analysing data |  |  |
| Experience of designing and developing Data Warehouses |  | ✓ |
| Experience of using SQL Server SSIS, SSAS and SSRS in a production environment |  | ✓ |
| Evidence of providing management information on a timely basis |  |  |
| Experience in a regulated environment |  |  |
| Technical working knowledge of Management Information Systems |  |  |
| Experience of student record systems |  |  |
| Recent experience within the FE sector |  |  |
| Application of FE funding formula and methodology |  |  |
| ILR generation, LIS and DSAT software |  |  |
| Dealing with internal and external auditors |  | ✓ |
| **Skills** |  |  |
| Understanding of database and data warehouse concepts and management | ✓ |  |
| Experience producing dashboards |  |  |
| Working knowledge of the Data Protection Act, GDPR and Freedom of Information Act |  |  |
| Strong IT skills/flair in the use of technology and appreciation of its application to transform business processes |  |  |
| Highly proficient in the use of report writing, SQL, Microsoft SQL Server, SSAS, SSRS, & SSIS |  |  |
| Working knowledge of funding audit practice |  |  |
| Excellent organisational ability |  |  |
| Ability to interpret and analyse data and apply complex regulations and guidance |  |  |
| Ability to work under pressure |  |  |
| Excellent interpersonal skills |  |  |
| Ability to relate easily to internal and external customers |  |  |
| High standard of written and oral communication |  |  |