
Job Description for Digital Transformation Architect (Data Systems)

Responsible to: Director of Digital Transformation

Based at: Trust Headquarters, Normanton

OVERALL PURPOSE OF THE POST

- Support the development, coordination and management of digital systems and processes for data recording and data management.
- To assist in managing the technical functionality of data and digital services and products.
- To provide training and support to staff across the Trust to optimise the use of digital and data systems.

MAIN DUTIES

- Develop, implement and maintain appropriate systems and procedures for the collection, maintenance, integrity and currency of data, and for the optimisation of digital processes across the Trust.
- Support staff with new data systems and reports within the Digital Operations team, in collaboration with the Director of Digital Transformation.
- Assist with system administration of digital systems to include of system enhancements, documentation and the application of upgrades.
- Assist with the planning, development and implementation of data models and data driven systems to meet operational and educational gaps in digital provision.
- Support the Director of Digital Transformation by ensuring that Trust digital systems operate smoothly and accurately and are accessible to all appropriate staff, for example by curating and maintaining data models and ensuring digital systems are configured to correct Trust processes.
- Support the Director of Digital Transformation by liaising with other trust teams, departments, working parties and individuals to ascertain their requirements regarding data reporting and analysis, and wider business and educational processes, and ensuring training needs are met both within the digital team and with Trust staff in general.
- Support the Director of Digital Transformation in the identifying and developing skills and knowledge required across the Digital Team in order to provide a complete and robust digital service provision across the Trust.
- Deputise for the Digital Operations Manager as and when required under the direction of the Trust Director of Digital Transformation, and assist and support the co-ordination and delivery of the work of the Digital Operations team.
- Monitor, complete and submit statutory data returns to local and national government, such as ILR, school census, performance tables checks, etc.
- Assist with all aspects of data, functionality and configuration of digital systems, in conjunction with relevant members of Senior Management and through liaison with external developers.
- Develop effective working relationships with Trust staff to best support the sharing of knowledge regarding data and digital systems.
- Support procedures for backup and recovery of data and digital systems held on the administrative network.

- To observe, at all times, confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support Trust event**

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay.

Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Digital Transformation Architect (Data Systems)

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Significant management experience, including multi-function management and business planning. • Experience of implementing and managing quality and/or performance improvement processes. 	<ul style="list-style-type: none"> • Experience of working and implementing Microsoft Office 365 programs.
Education and Training	<ul style="list-style-type: none"> • Relevant degree or equivalent professional experience. 	<ul style="list-style-type: none"> • GCSEs grades 5-9, or equivalent, in English and Maths. • Evidence of ongoing professional development.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Working knowledge of some MIS systems (i.e. Arbor, Bromcom, Unit-E). • Experience overseeing and submitting statutory returns (i.e. ILRs, School Census, etc.). • Strong analytical skills. • Excellent IT skills. 	<ul style="list-style-type: none"> • Working knowledge of Unit-E. • Working knowledge of Power BI.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Sense of initiative and self-motivation. • Ability to manage own workload, prioritise to meet deadlines and work under pressure. • Excellent organisational skills. • Strong interpersonal and communication skills; ability to negotiate and work effectively with all stakeholders and external agencies. • An ability to motivate, inspire and engage others. • Ability to be flexible to meet the needs of the organisation and be willing to try new ideas, work collaboratively and learn quickly. • Commitment to safeguarding young people. • Commitment to working in ways that support equality, diversity and inclusion. 	