

Post Titles

Data & Technology Analyst

Line Manager

Chief Data & Technology Officer

Salary Scale / Hours

SFCA 11-16

37 hours per week, whole year

Purpose of Role

- To support the Trust in the delivery of its Technology Strategy which includes a range of goals across data, cyber security, systems and infrastructure.
- To support Hereford Sixth Form College in the delivery of an effective MIS service.

Duties and Responsibilities

The duties of the post could include a range of data and technology tasks subject to operational requirements:

- Assisting with delivery of MAT Technology Strategy items as required by the CDTO
- Supporting the adoption and embedding of new system features, platforms, technologies.
- Preparing documentation for systems and processes.
- Assisting with the auditing of system configurations against internal policies or external guidance/regulation.
- Administering systems including management of accounts and user permissions.
- Carrying out ad-hoc data analysis using SQL or other technologies.
- Maintaining reports and dashboards using Power BI, Reporting Services, and other appropriate tools.
- Assisting with the maintenance of data to ensure accuracy and availability.
- Assisting with the collection or input of data according to the specifications provided.
- Preparing data to a specification for submission to third parties.
- Supporting with data gathering for the fulfilment of Subject Access Requests and Freedom of Information Requests.
- Carrying out College MIS administrative tasks such as processing student course changes.
- Collate data into well-presented documents for distribution to stakeholders.
- Liaising with relevant stakeholders and users to identify new system or data requirements, diagnose issues and support with day-to-day usage of systems.
- Delivering systems training to groups of staff.

- Working to deadlines that are determined by operational needs.

General Responsibilities

- The post holder is expected to respect any information that come into their possession or exists in their environment relating to learners, 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 Trust and College procedures and their training.
- To be fully aware of organisational policies relating to equality and diversity and actively promote positive practice.
- To undertake continuing professional development.
- To undertake any other duties commensurate with this post as the CEO/CDTO/Principal may from time to time decide.

Additional Information

- Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The job description is provided to assist Support Staff to understand and appreciate the work content of their post and the role they play in the Multi-Academy Trust (MAT). However, the following points should be noted:
 - In order to carry out the above duties, the post holder will need to travel on occasions to institutions within the MAT and other sector partners.
 - The role is based mainly at Hereford Sixth Form College; however, there may be opportunities for some remote work.
 - The role will occasionally require attendance at meetings outside of normal working hours.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience working with and administering complex, data-driven systems • Experience handling sensitive data • Experience handling bulk/complex data • Familiarity with relational database concepts and writing SQL statements • Experience diagnosing and resolving data quality issues 	<ul style="list-style-type: none"> • Experience of PostgreSQL • Experience of PowerBI, Reporting Services or similar reporting platform • Some general programming experience

	<ul style="list-style-type: none"> • Experience completing technical administrative tasks with precision • Experience investigating and resolving end-user issues in complex, data-driven systems • Experience working with a range of stakeholders at differing levels of seniority and technical capability 	
Qualifications & Training	<ul style="list-style-type: none"> • Level 4 or above qualification in an applicable field (e.g computing, software development, IT) 	<ul style="list-style-type: none"> • Other formal qualifications, certifications or short courses in a relevant field or specific technologies
Skills and Attributes	<ul style="list-style-type: none"> • An ability to independently learn new skills and techniques to solve a problem or complete a task • Excellent adaptability to changing requirements and shifting priorities • Excellent team player • Excellent communication skills and ability to understand the needs of the end user • Able to prioritise and efficiently complete tasks within agreed timescales • Ability to quickly grasp new concepts and get up to speed with existing systems • Understanding of the need for confidentiality and discretion regarding system security and user data 	
Other	<ul style="list-style-type: none"> • Willingness to undertake an Enhanced DBS Disclosure • Some flexibility in working hours • Ability to travel to institutions within the MAT and other sector partners 	<ul style="list-style-type: none"> • Full UK driving licence