



Reporting and Data Analyst: Job Description

The Schools' are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role:	Reporting and Data Analyst
Hours:	37.5 hours per week Monday to Friday 8:30 – 17:00 with one hour for lunch but with some flexibility and willingness to work other hours
Salary	Up to Point 37 (£44,634) depending skills and experience

Reporting Lines

The Reporting and Data Analyst will report to the Head of Information Services and Development.

Overview

This is an exciting time to join Habs as we are transforming our IT services and delivering strategic change projects across the entire organisation, with significant planned investment over the next few years.

The Reporting and Data Analyst will support the Schools' in their data driven decision making by utilising a range of data sources and tools to produce timely, focused and accurate information.

Duties and Responsibilities

- Line management, development and training responsibility for the IS Officers (x2)
- Work with the Head of Information Services and Development to manage technical projects and deliverables for effective results
- Responsible for coordinating the provision of the department's services in the absence of the Head of Information Services and Development
- Working with the Head of Information Services and Development to engage with stakeholders to ascertain information requirements.
- Perform as functional bridge between external vendors and internal stakeholders
- To support the schools' report cycles and ad-hoc reporting needs by sourcing data from multiple sources, collating analysing and producing reports.
- Responsible for coordinating all aspects of data to produce meaningful information to stakeholders
- Maintenance and modification of existing reports
- Migration of existing data sourcing and reporting solutions to SSRS and Power BI reports
- Creating, using and managing stored procedures and functions
- Any other duties as reasonably requested by your line manager.

Person Specification

Experience:	Essential/ Desirable	How Assessed
Strong knowledge of SSRS reporting	E	A/I/T

Knowledge of SQL and ability to write complex queries	E	A/I/T
Knowledge and experience of T-SQL	D	A/I
Knowledge of Database and Management Information Systems	E	A/I
Experience of working with multiple stakeholders with conflicting demands	E	A/I
Experience of using advanced features of Microsoft Office suite including MS Excel	D	A/T
Experience of Power BI	D	A/I
Familiarity with C#	D	A/I
Experience of MS Microsoft SharePoint	D	A/I
Education Experience	D	A/I
Qualifications:		
Strong A Levels or equivalent.	E	A
A university degree to at least undergraduate level	D	A
Skills & Abilities:		
Excellent verbal, written and listening skills to communicate with users at all levels and of varying technical ability	E	A/I
Strong interpersonal skills.	E	I
Excellent numeracy skills to deal with statistical data.	E	T
A structured, and organised approach to work, with the ability to manage own workload and meet deadlines	E	I
Awareness of current data protection legislation.	D	A/I
Able to work independently and as part of a team and be flexible.	E	I
An ability to take instruction and direction and to be held accountable	E	I
Excellent time-management and an ability to prioritise effectively.	E	I
Ability to work calmly under pressure.	E	I
Personal Attributes:		
Tact, discretion and assurance	E	I
Strong work ethic, ability to work under pressure and to tight deadlines.	E	I
Friendly and highly professional approach to pupils, parents, staff and visitors	E	I
Discretion and confidentiality	E	I

A = Application Form

T = Test

I = Interview

Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary);
- Childcare Vouchers; where eligible
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;
- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach;
- Employee Assistance Programme