**JOB DESCRIPTION: Data Analyst**

**POSTHOLDER: To be Appointed**

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| **POST TITLE:** | Data Analyst  |
| **REPORTS TO:** | IT Manager |
| **ACCOUNTABLE FOR:** | Leading the data strategy whilst ensuring a high quality of data for the business, to incorporate into business decisions in order to achieve the Company goals. |

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| **MAIN PURPOSE OF THE POST**At PiXL, we are dedicated to improving life chances and student outcomes, influencing school leaders and helping equip them to be agents of change and educational excellence through innovation and insightful data use. We're looking for a Data Manager / Analyst who will be instrumental in driving our data strategy and ensuring that our data practices support our mission. This person will take the lead on data strategy, data quality, analysis and governance across the organisation. They will take ownership of the organisation's data ecosystem. Your role will ensure that our data assets are managed with precision and you will draw insights that shape our strategic direction. As the guardian of our data, you will ensure that it remains secure, robust and provides a platform for educational excellence. |
| **RESPONSIBILITIES*** **Data Strategy and Governance:**- Designing and leading on the data strategy across the business.- Develop and oversee a data governance framework that ensures data integrity and  alignment with educational goals.- Formulate strategies for data utilisation and management, ensuring compliance with all  regulatory requirements.- Comply with data governance policies and regulations, ensuring that data is handled  securely and in accordance with industry standards.
* **Data Quality:**
* Implement processes to ensure the accuracy, relevance, and consistent formatting of all data.
* Conduct regular data cleansing and validation to maintain the highest standards of data quality.
* **Database Management and Integration:**
* Ensure data quality, consistency, and integrity, addressing any data-related issues as they arise.
* Design, implement, and maintain databases that support organisational operations.
* Ensure seamless integration of databases across various systems and platforms.
* **Data Security and Compliance:**
* Safeguard sensitive data through robust protection measures and access controls.
* Develop and enforce policies and procedures for data security and comply with relevant legislation, such as GDPR.
* **Backup and Recovery:**
* Establish and maintain backup protocols, disaster recovery plans, and conduct regular recovery tests to minimise data loss.
* **Analytics, Reporting, and Documentation:**
* Conduct data analysis identifying trends, patterns, and anomalies. Extracting actionable insights from data, to provide strategic recommendations for business growth.
* Generate reports and insights that contribute to informed decision-making across the institution.
* Maintain comprehensive documentation of data processes and analytical findings.
* **Education and Training:**
* Lead initiatives to raise awareness of best practices for data management and responsible use, including the designing of training material and conducting traning activities.
* Provide training to staff on best practice awareness, responsible use, data handling and literacy to foster a data-informed organisational culture.
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# **PERSON SPECIFICATION**

* Exemplifies the PiXL values of integrity, kindness, and humility.
* Has a keen interest in IT, the current industry, and future opportunities.
* Demonstratable competency in translating data to business leaders.
* Exceptional communication, interpersonal and training abilities.
* Track record of delivering data that influenced significant commercial decisions.
* Outstanding aptitude in analytical thinking, problem-solving capabilities and attention to detail.
* Understanding of business functions such as HR, Finance, marketing etc.

# **QUALIFICATIONS AND DOMAIN EXPERIENCE**

* Bachelor’s degree in Data Science, Statistics, Computer Science, or related field.
* Demonstrable expertise on Microsoft Excel and PowerBI.
* Proven experience in data management or analysis, preferably within the education sector.
* Strong understanding of database design, data modelling and data integration techniques.
* Proficiency in data analysis and reporting tools.
* Knowledge of data protection regulations and compliance requirements.