## POSITION DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Data Manager | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | Twin Countries STREAM Academy | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:** | Director | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Data Manager at Twin Countries STREAM Academy, you will play a critical role in overseeing the management, analysis, and utilization of data to enhance the academy's educational programs and administrative functions. This position demands a detail-oriented and strategic thinker with a passion for leveraging data for continuous improvement. If you are ready to contribute to data-driven excellence in education, we invite you to join our mission of providing top-tier STREAM education.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

1. **Data Systems Management:**
   * Oversee the design, implementation, and maintenance of the academy's data management systems.
   * Ensure data accuracy, integrity, and security, following best practices and compliance standards.
2. **Database Administration:**
   * Administer and optimize databases, ensuring efficient data storage, retrieval, and processing.
   * Implement protocols for regular data backups and system updates.
3. **Data Analysis and Reporting:**
   * Conduct in-depth data analysis to identify trends, patterns, and insights relevant to academic performance, enrollment, and other key metrics.
   * Generate regular and ad-hoc reports for internal and external stakeholders.
4. **Data Quality Assurance:**
   * Develop and implement procedures for ongoing data quality assurance.
   * Collaborate with relevant stakeholders to address data discrepancies and anomalies.
5. **Strategic Planning Support:**
   * Provide data-driven insights to support strategic planning initiatives.
   * Collaborate with leadership to identify opportunities for improvement based on data analysis.
6. **Training and Support:**
   * Train staff members on data entry protocols and best practices.
   * Provide ongoing support and troubleshooting for data-related inquiries.
7. **Integration of Technology:**
   * Stay informed about emerging technologies in data management and propose enhancements to current systems.
8. **Compliance and Security:**
   * Ensure compliance with data protection regulations and implement security measures to safeguard sensitive information.
9. **Collaboration with Departments:**
   * Collaborate with academic departments, admissions, finance, and other departments to understand their data needs and provide relevant solutions.
   * Establish and maintain effective communication channels for data-related inquiries.

**Knowledge and Skills Required**

1. **Proven Experience:**
   * Demonstrated experience in data management, analysis, and reporting.
   * Familiarity with educational data systems is advantageous.
2. **Analytical Skills:**
   * Strong analytical and problem-solving skills, with the ability to interpret complex data sets.
   * Proficiency in statistical analysis tools and techniques.
3. **Technical Proficiency:**
   * Proficient in database management systems, data visualization tools, and relevant software.
   * Experience with SQL, Python, or other programming languages is a plus.
4. **Communication Skills:**
   * Excellent communication skills to convey data insights to both technical and non-technical stakeholders.
   * Ability to translate data into actionable recommendations.
5. **Detail-Oriented:**
   * Exceptional attention to detail in managing and analyzing large datasets.
   * Ability to identify and rectify data errors efficiently.

**Qualifications**

* **Bachelor's or Master's degree in Data Management, Information Systems, or a related field.**