## POSITION DESCRIPTION

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| **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.**