

Job specification



Job title: Education Intelligence Analyst and Systems Support

Service: Joint Intelligence Unit / Education Business Intelligence Unit

Grade: G7

Reporting to: Senior Education Business Intelligence Analyst – Education Performance Information

Your job

You will develop and implement coordinated and integrated approaches for the provision of Education Business Intelligence, performance management and data quality. You will work across all Key Stages from nursery data, EYFSP, Phonics, Key stage 1, 2, 4 and 5.

You will be responsible for the production and dissemination of analytical and research products, analysis and interpretation of school, early years and virtual school data.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Work flexibly to deliver on all aspects of the EBIU Service Level Agreements with our schools.
- Produce and deliver a range of high quality training packages to school staff and/or LA colleagues & Governors
- Collate information for Statutory Collections including School Census Returns and End of Key Stage Assessment data
- Deliver a range of performance/management information products to support school improvement
- Lead and develop key projects across our team and the wider education service including the termly collection of data for our children looked after and early years
- Undertake a Pupil Premium Checking Service
- Use software packages to efficiently and accurately analyse, interpret and present performance/management information
- Respond to requests for education data from colleagues in other directorates/sections (MIS when required)
- Provide a professional Schools' Helpdesk service when required
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:

- Have a degree or equivalent in a related professional discipline or evidence of significant experience in a related discipline
- Have the ability to liaise effectively with individuals from all levels of an organisation and demonstrate excellent verbal and written communication skills
- Have significant experience of identifying and recognising problems and suggesting or implementing solutions leading to service improvements

- Have significant experience of managing competing priorities and meeting deadlines
- Have experience of delivering high quality training to a range of individuals or groups
- Have the ability to work under pressure whilst maintaining a positive and professional outlook and high level of resilience
- Have experience of motivating others around you, sometimes under difficult circumstances
- Have the ability to work flexibly to ensure service delivery, including early mornings, late evenings, weekends and travel away from your main place of work when required
- Have extensive experience of analysing, interpreting and reporting on diverse management information
- Have evidence of using a variety of software packages to analyse and produce a wide range of management information reports
- Have knowledge of publicly available education performance data

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough