**Job Description**

**EDUCATION DATA ANALYST and DEVELOPER**

**Salary: Up to £16.00 per hour (FTE Up to £30,000)**

**Hours: Part time up to 21 hours per week**

**Length of Contract: Permanent**

**Location: Learning Plus UK Data Ltd, Main offices – Reading**

**Reports to: CEO**

**Overall Summary:**

They will work with the team to ensure effective collection, collation, analysis and presentation of our data services and products. Creating, updating and enhancing them on a regular basis, to reflect the changes in the education landscape. They will ensure that Learning Plus UK Data deliver high quality data products in a timely and accessible fashion to support education improvement.

**Key tasks and responsibilities:**

* Manage aspects of our data analysis and support with a key role in ensuring the timely production of reports and data products
* Conduct the quality assurance and data checking of all our data products
* Manage specific projects to ensure successful completion and delivery
* Create, maintain and update the code for products, developed in Qlikview, with data stored in the SQL database and direct from subscribers, to ensure their accuracy and efficiency
* Enhance the code for programmes and products, developed in Visual Studio, with data stored in the SQL database, to ensure their accuracy and efficiency
* Enhance the front-end of products using VB, html and Javascript to ensure they are user-friendly and visually appealing
* Assist with the production, development and support of Datadashboards and other data products
* Assist with the development of new products
* Help ensure our ICT infrastructure is fit for purpose and enables the delivery of high quality data products and services.
* Ensure robust security systems in place regarding the security of data
* Ensure that clients are able to access their information effectively and speedily
* Assist with Learning Plus UK Data Ltd.’s key relationships with external agencies such as DfE data team
* Act as a key contact point for external data and manage our requests for data as appropriate in a timely and professional manner
* Any other tasks commensurate with the post

**Person Specification:**

Learning Plus UK Data Ltd., is committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This person specification is designed to ensure that all interviewees are judged in a systematic and consistent way in accordance with our policy. It is given to all job applicants for information.

**Essential:**

* Excellent knowledge and experience of using Excel to an advanced level
* Knowledge and experience of developing dashboards using QlikView
* Knowledge and experience of using VB, Javascript (incl. jQuery), CSS, html, Visual Studio, SQL
* Experience of data analysis using both large and small datasets
* Experience of developing appealing visualisations to make data accessible to and easily understood by a wide community
* Ability to quickly understand design requirements from a detailed specification and turn them into well-designed and maintainable solutions
* Ability to quickly and precisely understand the setup of existing software and apply required changes
* Ability to be a team member
* Ability to deliver projects to agreed deadlines
* Self-motivated and proactive
* Excellent attention to detail
* Demonstrable commitment to the organisation’s aims and to making a difference not a profit

**Desired:**

* Understanding of the education sector particularly in relation to data production and analysis
* Understanding the importance of information security
* ONS Accredited Researcher status

**Additional information:**

* Successful Basic Disclosure check is a requirement for this role
* Working hours and days will be agreed with the successful candidate, to be during the hours of 8:00am to 5:00pm Monday to Friday