**JOB TITLE:** Data Manager

**REPORTS TO:** Registrar

**DIRECT REPORTS:** Data Administrator/Timetable Administrator

**Salary:** £43,325 - £45,954

ICMP is the pioneer of contemporary music education in the UK and has been helping students build successful careers in the music industry for over 30 years. With a portfolio of undergraduate and postgraduate courses in popular music performance, production, creative musicianship, songwriting and music business we are proud of our mission to ‘shape the future of music’. Based in London we enjoy unparalleled industry connectivity and our recent development at Tileyard Studios will ensure our continuing success at the forefront of education and training in contemporary music.

**JOB DESCRIPTION**

The role of the Data Manager is to manage the data needs of the school as a whole, ensuring that all legal, contractual and internal reporting obligations are met in an efficient and timely manner. This includes working closely with the Registrar and Quality Manager on a variety of quality and data related projects and activities.

**PRINCIPAL RESPONSIBILITIES**

• the day to day management of the ICMP’s data strategy, analysing business processes to identify stakeholder requirements for new and existing management information systems and designing, developing and delivering robust management information systems to meet said requirements

• the management of the control of data processes across the ICMP, liaising with all stakeholders as appropriate

• Management of the control of data integrity across the ICMP, delegating tasks to team members, and ensuring timely progress, as appropriate

• the management of the collation and delivery of business statistics to Directors, Heads of Department and Programme Leaders on both a regular and an ad-hoc basis

• Generating complex data queries, retrievals and analysis in accordance with business intelligence needs on both a regular and an ad-hoc basis, providing data reports to all

• Collating, inputting and producing statistical and graphic reports detailing the ICMP’s Retention, Achievement & Progression data

• Managing the production, dissemination and results collation and analysis of the ICMP’s attendance tracking system

• Managing the production, dissemination and results collation and analysis of the ICMP’s stakeholder surveys

• Manage the data returns to partners and regulating bodies in particular, HESA, OfS, SLC and other returns as required by the company and the regulatory environment.

• Managing the production of the ICMP’s Academic Calendar

• Managing the production of the ICMP’s timetables

• Manage the further implantation of ICMP key data systems including Quercus and CELCAT.

• Promote and safeguard the welfare of any and all children and vulnerable adults with whom contact is made

• Complete other duties as assigned by the Registrar

• Manage, train and develop direct reports within the Data Department

• Manage data security across the ICMP by planning and implementing backup routines, controlling and auditing access to databases and ensuring high availability of critical systems

• Act as the ICMP’s Data Protection Officer, reporting the ICMP’s compliance with the Data Protection Act to Directors as appropriate

• Actively ensure that all returns to government bodies are completed with accuracy and in a timely manner

Line Management Responsibilities

• Monitor, document and address where necessary the performance of the Data Administrators through appraisals and reviews, identifying the need for training where appropriate

• Ensure team morale and focus is maintained, and that the team delivers service to all stakeholders in an efficient and timely fashion

• Assist in the recruitment of new team members

Skills required

• Excellent communication skills

• Ability to be self-disciplined and highly organised in their approach to their duties

• Ability to analyse data and information

• Ability to problem solve and confidence in challenge pre-existing constructs where necessary

• Confidence in and/or experience of liaising with senior and executive managers

• Ability to develop direct reports

• Experience of working with data the HE sector.

• Experience of timetabling

In addition to assessing the candidates ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of young children including:

• Motivation to work with children and young people

• Ability to form and maintain appropriate relationships and personal boundaries with children and young people

• Emotional resilience in working with challenging behaviour

• Attitudes to use of authority and maintaining discipline

If you are interested in applying for this role, please forward an up to date CV with a covering letter outlining why you feel you are suited for this role to:

Email: personnel@icmp.ac.uk

Deadline for applications 30th April 2018

Note: ICMP is an equal opportunities employer and is committed to safeguarding and promoting the welfare of the young people and vulnerable adults. Successful candidates will be required to obtain a satisfactory enhanced DBS disclosure