**Role Profile**

**Job Title: Data Manager**

**Reports to: Head of Planning and Quality**

**Reports: N/A**

**The Planning and Quality Team at ICMP**

The Planning and Quality team at ICMP is a newly established group bringing together our existing Data and Quality teams and incorporating our new Access and Participation team. Our goal in establishing the new team is to strengthen our internal governance; use of data; and management of our regulatory relationships as we work towards gaining our own degree awarding powers. The team is responsible for managing our student systems and data, regulations, governance, and academic quality. We support the data needs of our colleagues in Admissions, Academic Support and other teams that serve students; we make external and regulatory returns to the Office for Students, HESA and other stakeholders; we manage our internal quality assurance and governance processes alongside our relationships with academic partners and regulatory agencies; and we manage direct student-facing services like the timetable and Student Gateway.

**Job Purpose:**

The role of the Data Manager is to assure quality and completeness of student data for both internal reporting and statutory returns. The postholder will be required to analyse the business requirements of ICMP and to work with colleagues within the Registry team to support the system administration behind the student life cycle.

The post holder will also be required to support the maintenance and management of the student records, ensuring high data quality is maintained, to support business processes and allowing statutory data returns to be made.

**Principal Responsibilities**

 *Data Management and Reporting*

* Monitor ICMP’s internal data life cycle to ensure the School obtains relevant, accurate and timely data for regulatory purpose and improving students’ experience
	+ - * Ensure and maintain accurate and high-quality data by cleaning and validating student data within the student database and carry out bulk data imports or transformations accurately when necessary
			* Provide advice and training to team members and colleagues relating to the collection and management of data
			* Report on students’ demographic, engagement, retention, progression and attainment data at the committees to support ICMP’s quality monitoring and improvement
* Document associated processes and procedures
	+ - * Audit of programme and module level curriculum data in compliance with internal and external coding frames;
			* Co-ordinate the delivery of key external returns such as the HESA Alternative Provider, HESA staff and HESES by compiling the necessary data
			* Support the Head of Planning and Quality in delivering ICMP’s data governance agenda.
			* Assist with student systems administration activities to support and enhance the management and quality of the student data

*Business intelligence and data analytics*

* + - * Ad hoc reporting and analysis to support strategic planning
			* Coordinate the development of management information dashboards to monitor institutional KPIs
			* Providing advice and training to staff on the interpretation and use of data to enforce informed decision making
			* Support the Head of Planning and Quality with requirements needed for longer term strategic goals, streamline processes and make changes to internal systems where appropriate

*Other*

* Other duties as assigned by the Head of Planning and Quality
* There may be line management opportunities available

**Person Specification**

*Experience*

* Essential
	+ Educated to degree level;
	+ Substantial relevant work experience;
	+ Experience of working with multi-user databases.
* Desirable
	+ A higher degree or appropriate professional qualification;
	+ Experience within the HE and/or FE sectors;
	+ Experience of working with Canvas, CELCAT and/or Quercus.

*Personal characteristics*

* Essential
	+ An eye for detail;
	+ Ability to be self-disciplined and organised;
	+ Good communication skills;
	+ A commitment to equality and diversity.
* Desirable
	+ An interest in contemporary music education.