**Job Description**

**Date:** August 2019

**Job title: Data Management Officer**

**Responsible to:** Data Development Coordinator

**Salary:** Salary equivalent NICVA grade G, NJC points 23 - 25 (£26,999 - £28,785 p.a). Candidates will normally be appointed at the first point on the scale.

**Key working relationships:** Head of Information Management,Data Coordinator, Systems Administrator, Research Officer, Information Officer.

**Summary of main responsibilities**

* To maintain and develop the organisation’s data management platforms, tools, technologies and capabilities.
* To provide data analysis services and tools that support the organisation’s goals.
* To continually improve the data management processes throughout the data lifecycle to help teams manage and use data efficiently.
* To contribute to the development and delivery of NICVA’s data management strategy.

**Specific duties**

**Data Operations**

1. Import and migrate data within existing systems and maintain datasets in line with business objectives.
2. Document and maintain inventories, maps and controls for data assets throughout the data lifecycle.
3. Develop database and products to deliver new features and functionality.
4. Create and maintain data dashboards and visualisations.
5. Contribute to the development, testing and maintenance of data management systems.

**Data Quality**

1. Contribute to the Data Governance Group to progress the Data Management Strategy.
2. Assess, evaluate and report on data quality, on an ongoing basis.
3. Engage with users (internal and external) to fully understand requirements.
4. Develop and implement data cleansing rules and processes to validate and correct data.

**Support and maintenance**

1. Deliver training and provide assistance to staff on core data management systems including Dynamics 365 CRM.
2. Assist with user queries and identify solutions to common problems.

**Other Duties**

1. Undertake such other reasonable duties as NICVA may from time to time require.
2. Contribute to data products and services development.
3. Represent NICVA when working with external organisations and forums as required.
4. Assist in survey design to support NICVA’s research and policy objectives.
5. Contribute to the promotion of NICVA.

**Person Specification**

**Qualifications and experience**

**Essential**

1. Minimum of one year working in a data analysis/visualisation/quality role to include experience of:
   * data analysis techniques;
   * producing data visualisations and insights contributing to business goals;
   * carrying out data quality control and validation.
2. Proficient in extracting, transforming and integrating data from a range of sources.
3. Experience of contributing to development and improvement of data management policies and practices.
4. Experience in using database management systems and reporting tools such as (but not restricted to) Microsoft Dynamics CRM, SQL server, MySQL, Power BI, Excel, Salesforce etc.

**Desirable**

1. Two years working in a data analysis/visualisation/quality role to include experience of:
   * data analysis techniques;
   * producing data visualisations and insights contributing to business goals;
   * carrying out data quality control and validation
2. Degree level qualification (or equivalent) in a relevant discipline such as Business Information Systems, Computer Science, Economics, Information Management, Mathematics, Statistics.
3. Experience of retrieving and manipulating data through APIs.
4. Experience of using programming languages: R, Python, SAS, SQL etc.

**Skills and competencies**:

**Essential**

1. Good numerical and analytical skills.
2. Good organisational skills to include the ability to manage workload to achieve agreed targets.
3. Excellent oral and written communication skills and the ability to adjust the style and content of communication according to need, for example, NICVA websites and publications.
4. Ability to build good working relationships with individuals and organisations and to work effectively as a team member.

**Interests and knowledge**

**Essential**

1. An interest and understanding of the voluntary and community sector in Northern Ireland.
2. Knowledge of data cleansing and data enrichment techniques.
3. An understanding of data protection and security issues.

**Other requirements**

**Essential**

1. Ability to work within the mission, vision and values of NICVA.
2. Committed to NICVA’s Equal Opportunities Policy.

**Assessment Method – Data Management Officer – August 2019**

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| **Criteria** | **Essential/Desirable** | **Method of Assessment** |
| **Experience and qualifications** |  |  |
| 1. Minimum of one year working in a data analysis/visualisation/quality role to include experience of:  * data analysis techniques; * producing data visualisations and insight contributing to business goals; * carrying out data quality control and validation. | Essential | Shortlisting, pre-interview task and interview |
| 1. Proficient in extracting, transforming and integrating data from a range of sources. | Essential | Shortlisting, pre-interview task and interview |
| 1. Experience of contributing to development and improvement of data management policies and practices. | Essential | Shortlisting, pre-interview task and interview |
| 1. Experience in using database management systems and reporting tools such as (but not restricted to) Microsoft Dynamics CRM, SQL server, MySQL, Power BI, Excel, Salesforce etc. | Essential | Shortlisting |
| 1. Two years working in a data analysis/visualisation/quality role to include experience of:  * data analysis techniques; * producing data visualisations and insights contributing to business goals; * carrying out data quality control and validation | Desirable | Shortlisting, pre-interview task and interview |
| 1. Degree level qualification (or equivalent) in a relevant discipline such as Business Information Systems, Computer Science, Economics, Information Management, Mathematics, Statistics. | Desirable | Shortlisting |
| 1. Experience of retrieving and manipulating data through APIs. | Desirable | Shortlisting |
| 1. Experience of using programming languages: R, Python, SAS, SQL etc. | Desirable | Shortlisting |
| **Skills and competencies** |  |  |
| 1. Good numerical and analytical skills. | Essential | Pre-interview task and interview |
| 1. Good organisational skills to include the ability to manage workload to achieve agreed targets. | Essential | Interview |
| 1. Excellent oral and written communication skills and the ability to adjust the style and content to need, for example, NICVA websites and publications. | Essential | Application form content, pre-interview task and interview |
| 1. Ability to build good working relationships with individuals and organisations and to work effectively as a team member. | Essential | Interview |
| **Interest and knowledge** |  |  |
| 1. An interest and understanding of the voluntary and community sector in Northern Ireland. | Essential | Interview |
| 1. Knowledge of data cleansing and data enrichment techniques. | Essential | Shortlisting and interview |
| 1. An understanding of data protection and security issues. | Essential | Shortlisting and interview |
| **Other requirements** |  |  |
| 1. Ability to work within the mission, vision and values of NICVA. 2. Committed to NICVA’s Equal Opportunities Policy. | Essential  Essential | Interview  Shortlisting |
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