
Your job

Job Title: Education Business Intelligence Analyst

Service: Performance and Insight

Grade: G7

Reporting to: Team Manager – School Performance Information

You will create business intelligence products to support schools and partners. This will include coordinating research and intelligence across all education phases.

You will also be responsible for developing and producing business intelligence products, including Power Bi dashboards, using SQL and Excel.

You will develop and deliver training to schools and partners on using and interpreting education data.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) 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.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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 and partners.
- Produce and deliver a range of high-quality training packages to school staff and partners.
- Create and deliver a range of performance/management information products to support school improvement
- Support schools to complete their statutory duties
- Lead and develop key projects across our team
- Support our Free School Meal Checking Service
- Use software packages to efficiently and accurately analyse, interpret and present performance/management information
- Develop and maintain data dashboards using Power BI and SQL
- Remain fully aware of the changing education landscape in order to provide specialist advice to schools and partners
- Respond to requests for education data
- Maintain your knowledge of publicly available education data

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 a high level of resilience
- Have the ability to work flexibly to ensure service delivery

- Have experience of analysing, interpreting and reporting on diverse datasets
- Have evidence of using a variety of software packages to analyse and visualise a wide range of management information reports (for example Excel, Power Bi, SQL)
- 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 **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”