

## **JOB DESCRIPTION**

<b>Job Title:</b>	Data Analyst
<b>Department / Business Unit:</b>	OCR – Assessment – Research & Technical Standards
<b>Location:</b>	Cambridge or Coventry
<b>Reports to (job title):</b>	Senior Data Analyst

### **JOB PURPOSE**

*The Data Analyst role exists to...*

- Support the 'data and analytics' function within the RTS team, delivering a range of data reporting and analysis services, and providing technical expertise and guidance on assessment, data and systems matters.

### **PRINCIPAL ACCOUNTABILITIES**

Data & Analytics:

- respond to data requests, accessing and analysing data from a range of sources
- analyse and interpret data to help colleagues understand the information presented
- provide expertise and input on assessment, data and systems to colleagues
- carry out 'BAU' analysis and reporting to support live assessment delivery
- improve existing 'BAU' activities and develop new solutions
- work on projects to improve performance around assessment, data and systems

*As an experienced Data Analyst, you will...*

- carry out complex data handling and manipulation activities, and report findings (drawing on advanced programming skills)
- design, maintain and support solutions to complex data queries and processing
- report and advise on complex data (and statistical evidence) related to assessment
- respond to queries about assessment, data and systems from colleagues across OCR
- represent RTS, providing input to working groups around assessment, data and systems
- be responsible for delivering (business critical) data analyses for live assessment, including associated planning, quality assurance, evaluation and contingency activity
- work with teams across OCR to support delivery of accurate results on time
- focus on improving the efficiency and reliability of routine, (business critical) data analysis
- lead or co-lead on (small-scale) projects around assessment, data and systems issues



- support (ongoing) development and evaluation of assessment products, continuous improvement of assessment activities, and research into assessment issues
- plan and carry out technical analyses of assessment functioning and performance
- interpret and provide guidance on the output of investigations, reporting findings to a range of audiences
- contribute to improving systems and infrastructure across the organisation

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Qualifications / Background**

*You will be...*

- *A confident and capable data analyst / programmer who is comfortable working with large and complex data sets*

*You will have ...*

- Degree level (Level 6) qualification in a relevant discipline [desirable]
- Recognised technical qualification/s in programming [desirable]

### **Skills**

*You need well developed skills in these areas...*

- numeracy
- programming and/or data handling
- communication (written and verbal)

*You need to be capable of...*

- logical thinking / computational thinking
- problem solving
- evaluating and understanding evidence (the strengths and weakness of various sources)
- explaining outcomes/results clearly to different audiences
- working accurately under pressure
- working to deadlines and making sensible judgements when prioritising projects

### **Experience**

*You will be ...*

- familiar with variety of software packages and good at learning new ones
- interested in understanding data structures and systems
- familiar with Cambridge Assessments systems for assessment processing and data handling

### **Behaviours**

*Important qualities:*

- determined and resourceful – a ‘can do’ attitude
- flexible – able to adapt quickly and positively

- open – prepared to listen to others and work through difficult issues
- collaborative – able to work in a team, contributing and leading
- diplomatic – supportive and respectful of others
- meticulous – with an eye for detail

## **OTHER**

Dimensions / Organisation / Narrative:

- RTS Data Analysts contribute to the (general/wider) data handling and analysis capabilities of RTS, the Assessment directorate, and OCR.
- They understand the variety of existing data sources and systems used by Cambridge Assessment and interrogate them efficiently and accurately using well developed programming skills.
- They combine this expertise with a deep understanding of key issues in educational assessment, and strong numerical and statistical skills, to advise on and support the delivery and evaluation of live assessments, alongside the development of new assessments.
- They work independently, drawing on their own initiative, resourcefulness and skills, as well as working closely with colleagues in the team, so all output is accurate and reliable.
- The level of responsibility they hold is related to their experience and expertise, and their position within the team – experienced colleagues are responsible for substantial work packages associated with live assessment delivery, reporting on progress, and evaluating and improving analyses.