

JOB DESCRIPTION

JOB TITLE:	Employment and Skills Data Processing and Monitoring Officer
MANAGED BY:	Employment and Skills Senior Skills Data Analyst
GRADE:	8

BACKGROUND

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Employment and Skills Data Processing and Monitoring Officer to join the Employment and Skills team.

This is an exciting time to join the West of England Mayoral Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Mayoral Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Employment and Skills Senior Data Analyst, the Data Processing and Monitoring Officer will specialise in supporting the operational effectiveness of the Employment and Skills Service by processing and reporting against funding data.

They will:

- Support the delivering Metro Mayoral priorities
- Collect, quality assure and validate data
- Maintain currency of complex databases
- Monitor performance metrics
- Produce regular reports that assist funding and payment decisions

This role requires attention to detail, analytical skills, and proficiency in data management tools.

KEY RESPONSIBILITIES

Data Processing:

- Collect and validate data from various sources to ensure accuracy and completeness
- Support the implementation and maintenance of data integration processes
- Monitor data quality and resolve any issues promptly with the Data Analyst or Data Hub Manager
- Assist in recommending funding payments based on processed data

Data Monitoring:

- Regularly monitor data flows and system performance to ensure integrity and availability
- Generate routine and ad-hoc reports on data quality and system performance
- Collaborate with data colleagues to address technical issues affecting data processing

Data Analysis:

- Analyse data to identify trends and insights relevant to the region
- Maintain basic reporting dashboards to maintain accuracy
- Work with stakeholders to understand data needs and provide relevant insights

Collaboration and Support:

- Assist the data analysts and other team members in data-related projects and initiatives
- Provide support and training to colleagues on data processes and tools
- Participate in team meetings and contribute to the continuous improvement of data operations

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent experience, ideally within a public service environment

Experience

- Experience in data processing, validation, and monitoring
- Background in data analysis, preferably in a public sector or educational context

Skills and Competencies

Technical Skills:

- An awareness of Structured Query Language (SQL) and data processing tools
- Some experience with data visualization software (e.g., Power BI)
- Familiarity with data integration and Extract Transform Load (ETL) processes

Soft Skills:

- Strong analytical and problem-solving skills
- Excellent attention to detail and accuracy
- Good communication and interpersonal skills
- Ability to work both independently and collaboratively in a team environment

DESIRABLE

Qualifications and Knowledge

- Working towards a project management qualification such as APM
- Experience of providing a range of support in an innovative and fast-paced project environment