Role Specification

Title:	**Data Analyst**
Grade:	**8**
Unit:	**Data Analytics Unit**
Reporting to:	**Manager, Data Analytics Unit**

SOLAS has responsibility for providing strategic leadership to the further education and training sector and to implement a significant transformation programme to deliver 21st century high quality education and training programmes to a diverse range of jobseekers and other learners. SOLAS is charged with a range of responsibilities including:

- Supporting the development and implementation of the further education and training strategy
- Funding of the further education and training (FET) system to maximise the impact of state investment
- Overseeing the development and implementation of the Strategic Performance Agreements between SOLAS and each Education and Training Board (ETB) which set out 3 year plans to further embed a strategic and integrated FET system
- Statutory responsibility for the apprenticeship system

- Analysing the labour market and identifying and anticipating key skills needs, and

- Promoting the standing of Further Education and Training

A key objective of the current Further Education and Training Strategy is to ensure that planning for and provision of FET is supported by a strong data infrastructure. In response SOLAS created a Data Analytics unit to oversee this work and to support evidenced-based planning across the organisation. A key objective of the Data Analytics Unit includes tracking outcomes of FET learners to measure the impact of FET in relation to the future learning progression or employment of graduates. In order to fulfil this objective SOLAS has signed a statistical collaboration and a data sharing agreement with the CSO. This post is for a data analyst who will be a part of both the SOLAS Data Analytics Unit and the CSO working on FET outcomes projects and the targets for the FET Strategic Performance Agreements. Reporting to the Manager of the Data Analytics unit the candidate will play a key role in unit as follows:

Responsibilities

- Work with the CSO Administrative Data Centre to link large administrative databases with PLSS to provide input into FET graduate outcomes and Strategic Performance Agreement targets
- Contribute to the work of Data Analytics Unit in managing large datasets, maintain data integrity, ensure ongoing quality control of data.
- Deliver reports to DFHERIS, DSP, ETBI and ETBs that will enhance the effectiveness and efficiency of the FET sector.
- Work with SOLAS business units to assess and evaluate reporting needs.
- Assess reporting results through data investigation, analysis, and evaluation.
- Generate dashboards using Tableau to monitor progress of business targets.

Experience

- **(Essential)** Demonstrated experience in linking and working with large datasets
- **(Essential)** Advanced knowledge of and experience working with Microsoft SQL Programming language, Phyton, R or SAS programming for linking and analysing large datasets
- Demonstrated experience working with Tableau or other data visualization tools advantageous
- Ideally have significant experience in computer database management, programming, or software development.
- Previous evidence of building bespoke reporting applications and tools advantageous.
- Experience in working both within a team and independently and demonstrate strong communication and analytical skills.

Education

- **(Essential)** Level 8 degree or above in computer science, economics, statistics, data / business analytics OR recognised / professional Diploma in Data Analytics