## Job Description

JOB TITLE            Data and Systems Coordinator

JOB FAMILY           Thinking Personnel

PHASE                Central

REPORTING TO         HR Operations and Payroll Manager

## Job Purpose

The Data and Systems Coordinator will be responsible for collating and providing data as part of our regular reporting processes, and to ensure our customers have access to the key information they require. They will also be responsible for maintaining and developing systems to ensure that this data is being collated and used appropriately.

The Data and Systems Coordinator will need to have a good understanding of the types of HR data held within an education context. They will need to be able to carry out research to benchmark key criteria against similar organisations. They will require the knowledge and experience to identify these criteria to draw meaningful conclusions.

The role will also be responsible for the maintenance of HR system functions, ensuring that all systems are operating as expected. This will include our Recruitment, HR, and Payroll systems, as well as our performance management and wellbeing systems.

## Duties and Responsibilities

- To be heavily involved in the development and testing of a new HR and Payroll system, alongside the HR Operations and Payroll Manager.
- Responsible for the maintenance of the system functions, ensuring that the system is operating as expected, and investigating and rectifying issues that are raised by our customers.
- Take a leading role in working with the system providers to develop and test new functionality as part of the ongoing continuous development of the HR service.
- Take responsibility for the development of your knowledge and understanding of HR system to the point of becoming an expert and Super User.
- Managing access to the system, ensuring that access is set up correctly.
- Building relations across the Trust to ensure that the HR system is storing the types of information our customers require.
- Taking a proactive approach to develop the system and meeting the changing needs of a growing organisation.
- Support with system set up and security configuration, including the management of system updates.

- Applying data protection legislation to ensure that individuals have relevant system access, and that access is withdrawn when required.
- Work with the Trust Data Manager, Director of Service Delivery and central IT team to ensure data is being shared effectively across the Trust.
- Undertaking Trust-wide work on systems and data, including working with schools on Management Information Systems.
- Administer the regular transfer of data from the HR system to third party systems, such as the wellbeing system.
- Management of the Performance Management System, ensuring that employees are able to access it, and new starters are set up with the relevant access.
- Support the project management, implementation, roll out and delivery of new HR systems across the Trust.
- To be proactive in analysing data, carrying out research to draw meaningful comparisons to similar organisations as part of benchmarking exercise.
- To collate and analyse data as part of the day to day running of the organisation.
- Be proactive in reviewing all the data we hold, and drawing out key information that will be useful to stakeholders, up to and including the Board.
- Responsible for completing regular data reporting on behalf of our customers. Including the Schools Workforce Census, Gender Pay Gap reporting, and ONS returns.
- Work alongside the Governance and Compliance Team to ensure that data is being stored and used appropriately, in line with our data policy and GDPR legislation.
- Support with onboarding of new schools, ensuring that the required HR data is collated and accurately imported into relevant systems.
- Streamlining processes to improve efficiency and effectiveness.
- To respond to ad-hoc queries, taking a solution focused approached to problems when they arise.

## Skills and Knowledge

### Essential Skills

- Excellent problem-solving and analytical skills, as well as critical thinking ability.
- Excellent organisation skills and attention to detail.
- Excellent planning and organising skills; ability to anticipate outcomes.
- Excellent communication and interpersonal skills
- Ability to meet deadlines and work in a fast-paced multi-priority environment

### Desirable skills

- Strong influencing and negotiation skills
- Strong facilitation and coordination skills

## Essential Knowledge

- Knowledge of most up-to-date regulations around the storage and use of data.
- Excellent knowledge of MS Excel
- Knowledge of concepts around system development and project management

## Desirable Knowledge

- Working knowledge of how HR systems operate
- Working knowledge of MIS systems (e.g. SIM and Bromcom)
- Knowledge of the education sector

## Generic Duties relevant to all members of Staff

### Working with colleagues and other relevant professionals
- Communicate effectively with other staff members, customers and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

### Professional development
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Actively take part in the Trust's professional growth and fortnightly check-ins

### Personal and professional conduct
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

### The Trust
- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

- You will be based at Medway Hub, however, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

## Teaching and Learning
- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

## Customer Service
- At TSAT customer service is paramount to our way of work. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

## ICT
- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

## Health and Safety
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

## Safeguarding
- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

**Data Protection**
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post.  The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.  This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time.  Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Data and Systems Coordinator:

Name:                                        Signed:                                        Date: