



## Marie Curie Job Description

**Job title****Data Manager**

Department

Performance, Data &amp; Analytics

Location

Vauxhall, London

Reports to

Performance, Data &amp; Analytics Manager

Accountable to

Performance, Data &amp; Analytics Manager

**Job summary**

The role of the Data Manager is to manage the data management function of the Performance, Data and Analytics department. Leading a team comprised of senior systems analysts and junior resources, and working closely with the Data Architecture and Stewardship Manager, you will implement and maintain the Marie Curie data warehouses and related systems integrations and deliver the organisation's data needs.

The role also encompasses working with business partners to understand key requirements and ensuring the collation, analysis and quality checking of data meets these needs. Delivering a robust and flexible data architecture is a vital part of the role, as is developing a proactive and responsive data management function.

The Performance, Data and Analytics department govern data architecture and management at Marie Curie and provide business intelligence functionality, performance monitoring and dynamic insights to the organisation.

**Key relationships****Internal**

- Data Selections and Systems Analysts
- Business Partners
- Performance, Data & Analytics department
- Senior Business Intelligence Developer
- Performance, Data & Analytics Manager
- Director of Strategy and Performance
- Fundraising and Care Services stakeholders
- IT department
- Head of IT

**External**

- Systems suppliers
- NHS Commissioners and other external reporting bodies

**Accountabilities (Duties & Responsibilities)****Lead and manage the data team**

- Line manage the Data Team, including Senior Systems Analysts, Senior Data Selections Analyst, ETL and Data Quality Analyst (and their direct reports as required)
- Provide specialist advice and expertise on data definitions, analysis and interpretation
- Develop and maintain robust data provision, maintenance and delivery processes

### **Own Marie Curie the data warehouses and data sources**

- Lead, manage and contribute to the development and maintenance of Marie Curie data warehouses
- Ensure existing ETL processes are robust and lead on the development on new ones as required.
- Use advanced data structure techniques and SQL to store, manipulate and extract data
- Lead on the design and development of data integration solutions using SSIS and other tools and on the design and implementation of methods to automate delivery to regular requirements
- Design, develop and maintain data-marts based on service requirements
- Oversee and maintain key data sets in other sources

### **Deliver data related projects and reporting**

- Ensure the provision of robust, good quality data for marketing and fundraising campaigns
- Design and provide reports and data for regular reporting, ad-hoc queries and other requests.
- Ensure delivery of data related work-streams where required by wider projects
- Lead on the design and implementation of methods to automate delivery and self-service for regular data, selection and reporting requirements
- Contribute to and maintain development project management using tools such as JIRA/ServiceNow

### **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Complete data protection training and maintain a good understanding of information governance guidelines and processes.
- Provide detailed documentation for technical and non-technical processes
- Maintain good working relationships and effective communication, both within Marie Curie and external partners and stakeholders
- Ensure that Marie Curie standards are attained and all policies and procedures are carried out
- Exercise the highest level of confidentiality at all times
- Undertake such other duties as may be required by the Head of Performance, Data and Analytics and deputise where required

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.**



## Marie Curie Person Specification

### Job title: Data Manager

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>• Advanced level of SQL, SSIS, SSRS</li> <li>• Advanced Excel skills</li> <li>• Ability to set deadlines for self and team and ensure delivery to tight timelines</li> <li>• Good level of Microsoft office skills including Word, Outlook, Power Point etc.</li> <li>• Good verbal and written communication skills</li> <li>• Good understanding of how data drives performance and decisions</li> <li>• Strong stakeholder management and influencing skills</li> <li>• Ability to develop and work within set guidelines and systems</li> <li>• Ability to develop and maintain effective relationships with colleagues and others</li> <li>• Attention to detail</li> <li>• Flexible, responsible, reliable and able to work without supervision</li> <li>• Willing to work as part of a team to achieve common goals</li> </ul>	<ul style="list-style-type: none"> <li>• Power BI skills a plus</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Advanced understanding of data architecture best practices</li> <li>• Good working knowledge of Microsoft office software and SSMS</li> <li>• CRM systems, CARE preferable</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Qualifications, training and education	<ul style="list-style-type: none"> <li>• Educated to degree level or qualified by experience.</li> </ul>		<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Application</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 2 years' experience of line management of data management teams</li> <li>• 3 years' experience of building and maintaining data warehouse environments</li> <li>• Experience of working with senior stakeholders to understand requirements</li> <li>• Experience of working with non-technical stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a fundraising and/or marketing environment</li> <li>• Experience of Agile environments</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>



## Marie Curie Terms & Conditions

### Job Title

Salary scale

Contract

Annual leave entitlement

Notice period

Working hours

### Data Manager

MCJES Pay Scale F

Permanent

25 days per year plus 8 Bank holidays

Three months after Six months service

35 hours per week

### Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems