

**BPP Job Description**

**Job Title:** Operational Reporting & Data Manager

**Department:** Planning & Scheduling

**Location:** Home and office based

**Additional Detials:** Manchester St James will be home office

**Travel Requirements:** Occasional travel to other BPP Centres

**Contract Type:** Full time and permanent

**Hours Of Work:** Monday to Friday 09:00 – 17:30

**Reporting Lines:** Reporting to Group Head of Scheduling

**Job Purpose**

The Operational Reporting & Data Manager will play a crucial role in the development and operation of the Planning and Scheduling department by establishing and maintaining robust reporting systems that support informed business decisions. The manager will uncover trends and insights that enhance operational efficiency, lead to improved customer satisfaction, and increase the utilization of key business assets.

Collaborating with various teams, the manager will address reporting requirements and provide actionable insights through regular and customized reports, effectively communicating these insights to a range of technical and non-technical stakeholders.

Leading a team of data technicians, the Operational Reporting & Data Manager will develop both processes and people by ensuring the accuracy and integrity of data strategies. The manager will continuously improve reporting tools and methodologies while enhancing the skills and competencies within the team.

**Key Responsibilities**

* Responsibility for the generation and communication of key departmental performance and operational information.
* Develop and maintain comprehensive operational reporting systems to support business decision-making.
* Design, implement, and manage data collection processes to ensure data accuracy and integrity.
* Analyze complex data sets to identify trends, patterns, and insights that drive operational improvements and decision making.
* Collaborate with cross-functional teams to understand reporting needs and deliver actionable insights.
* Create and distribute regular and ad-hoc reports to stakeholders at various levels of the organization.
* Ensure compliance with data governance policies and procedures.
* Lead the development and implementation of data management strategies.
* Train and support team members on data reporting tools and best practices.
* Continuously improve reporting processes and tools to enhance efficiency and effectiveness.
* Design, implement and monitor departmental KPIs.
* To support strategic management functions for what-if scenario planning with data driven information.

**Skills, experience & qualifications required - Essential**

* A background or strong knowledge of Data Science, Business Analytics, Information Systems, Internal Reporting or a related field is essential.
* Proven experience in data management, reporting, and analysis.
* Proficiency in data visualization tools (e.g., Power BI).
* Strong knowledge of SQL and database management.
* Excellent analytical and problem-solving skills.
* Ability to communicate complex data insights to non-technical stakeholders.
* Experience with data governance and compliance standards.
* Knowledge (of structure and nature) of a significant proportion of our current products.
* Excellent communication skills both oral and written are essential. This role will include a significant amount of liaison with senior stakeholders from around the business.
* Excellent time management skills, with the ability to review & organize both their priorities and others
* Ability to work on one’s own initiative and take on the responsibility of projects
* Drive, creativity and ownership are key traits.
* Excellent people-management skills, and the ability to train and lead a team into delivering successful results.
* Resilient with an ability to prioritise an extensive, changing and diverse workload
* Flexibility and decisiveness to delegate where necessary to ensure agile timelines are met
* Excellent IT Skills, MS Office, Advanced Excel, knowledge of scheduling systems, e.g. Scientia.
* High level analytical and problem solving skills

**Skills, experience & qualifications required - Desirable**

* Experience of working in the education sector would be of an advantage – specifically the utilisation of property and resource management of teaching staff.
* Degree in Data Science, Business Analytics, Information Systems, or a related field.
* Line management coupled with people development skills
* Prior experience of setting up an internal/departmental reporting function.

*BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates.  BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP’s safer recruitment practices.*