



## PS England Data Manager

**Reports to:** Director of Performance and Analytics

**Department/team:** Personal Support England

**Location:** Home based or Hub / Flexible

### About the Team and the Role

Working as part of the PS England team, you will play a pivotal role in transforming data into actionable insights that drive continuous improvement and evidence-based decision-making across our services. You will have primary responsibility for designing and producing management information reports for PS England SMT and their regional management teams. You will lead the development of accessible and engaging Power BI dashboards, reports and ad hoc analyses, ensuring data is accurate, meaningful and tailored to the needs of diverse stakeholders. Using the current systems and potential new systems, the role will be responsible for creating and developing management information tools for the team(s) in line with our Data Strategy, which promotes and supports the business strategy of PS England.

## Experience

- Proven ability to analyse, interpret, and present complex data in a clear and accessible way.
- Highly proficient in Power BI, Excel, and MS Office.
- Experience writing DAX and SQL
- GCSE Maths qualification & IT related qualification
- Python experience and Microsoft PL-300 would be desirable but not essential
- Experience of analysing and interpreting large amounts of data, building Power BI reports and presenting data to teams
- Highly experienced in Excel, have data analysis skills combined with the ability to interpret and present data in a manner which is clear and easy to understand
- Work with stakeholders to incorporate all selection metrics into the talent acquisition process.
- Collaborate with hiring managers to design all recruitment plans.

## You will bring key skills such as

- Excellent literacy and numeracy skills
- Excellent interpersonal skills
- Able to work to deadlines
- Ability to assimilate large volumes of information quickly and accurately
- A keen eye for detail, accuracy and quality
- Proactive and positive in your approach
- Challenge decisions with reasoning
- Able to work flexibly to meet business needs, including willingness to work out of hours with notice, if required
- Able to travel, with occasional overnight stays



We are **passionate**  
about making the  
world a better place



We are **positive**  
in our work and  
with each other



We are **brave**  
we challenge and  
try new things



We are **kind**  
to everyone



We are **inclusive**  
of everyone



We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about.

## Person specification

### Skills and abilities

### Essential/Desirable

|  |   |
|--|---|
| Excellent literacy and numeracy skills   | E |
| Excellent interpersonal skills   | E |
| Able to work to deadlines  | E |
| Able to develop working relationships with managers  | E |
| Highly experienced IT skills incl. Power BI, Excel and MS Office,  | E |
| Experience writing DAX and SQL   | E |
| Ability to assimilate large volumes of information quickly and accurately                                | E |
| Able to challenge decisions with reasoning   | E |
| Proven evaluation skills and ability to produce extensive reports  | E |
| Adaptable to change  | E |
| Able to lone work and self-motivated   | E |
| Work flexibly to meet business needs, including willingness to work out of hours with notice if required | E |
| Able and willing to travel, with occasional overnight stays  | E |
| Knowledge and experience of the tendering process, preferably in social care                             | E |
| You will role model our five values in all your work activities  | E |
| Python experience and Microsoft PL-300 is desirable but not essential                                    | D |
| An understanding of the market in which Mencap operates  | D |
| Experience in Data Quality Management  | D |
| An understanding of equality issues and anti-discriminatory practice                                     | D |
| Understanding of the funding of social care services   | D |

This job description and person specification is not exhaustive and reflects the types, and ranges, of responsibilities and outcomes associates with this role in Mencap.



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