

Data Reporting Officer

Department	National Manufacturing Institute for Scotland (NMIS)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	401805
Reports To	NMIS Head of Programmes	Grade:	6
Salary Range:	£28,756 - £32,344	Contract Type:	Open Contract
FTE:	1	Closing Date	Sunday, 24 October 2021

Job Advert

The National Manufacturing Institute Scotland (NMIS) is an industry-led international centre of manufacturing expertise where industry, academia and the public-sector support bodies work together to transform skills, productivity and innovation making Scotland and the UK a global leader in advanced manufacturing. NMIS will accelerate innovation by enabling manufacturing companies to trial and test new processes, applications and technologies, demonstrate new manufacturing technologies and processes at an earlier stage and encourage supply chain collaboration at the research stage of product development. We will provide access to modern equipment and expertise to support prototyping, testing, and scale-up to industrial production, helping de-risk investment, especially for SMEs.

Following significant investment from various funders, NMIS is required to record and report impact the investment has had on businesses and the economy, and the wider skills landscape in manufacturing. Therefore, NMIS is seeking to recruit an individual to lead on the gathering and management of relevant data in order to assess this impact.

The post holder will be responsible for creating methods and templates for data collection, which align with existing University systems. As well as establishing the systems, the post holder will also lead on the collation, recording, general management, analysing and reporting of all data streams. This will be to support decisions being taken in the delivery of projects and programmes within NMIS.

This will be achieved by building and managing effective frameworks for data capture, as well as liaising with relevant NMIS colleagues and external clients to fully understand data content.

This role will work with a range of people throughout the organisation, as well as key external stakeholders, and therefore the post holder will need to be highly organised, enjoys working collaboratively as well as a highly effective communicator.

We are looking for an individual who has:

- Good attention to detail and can accurately present large and complex data sets.
- Ability to develop data capture systems to improve and streamline the process for all those involved
- Capability to interpret data gathered and presented, in order to draw meaningful conclusions
- Ability to understand key stakeholder requirements, including meeting tight and changing deadlines
- Ability to build strong relationships with a range of stakeholders
- Extensive IT skills, especially highly proficient in MS Excel and other data analysis techniques and practices are essential.
- An understanding of the manufacturing landscape is desirable

Job Description

Brief Outline of Job:

The aim of this post is to have a dedicated lead for capturing all relevant performance data on NMIS. The role will be required to adapt the reporting to differing stakeholder requirements, therefore a key element of the role is creating suitable data systems and procedures that are flexible to allow for easy presentation of findings to fulfil these varying needs.

Main Activities/Responsibilities:

1.	Establish templates for data recording and reporting, including developing an automated approach where possible with the aim to minimise manual collection
2.	Collate key monitoring data to report progress of NMIS project and programme performance, including progress against key performance indicators.
3.	Thoroughly cleanse and validate the data integrity, to ensure accurate reporting.
4.	Gather the data as required for various key areas (such as sector, company size band, company type, location) and present appropriately
5.	Prepare reports to suit the requirements of the various funders, adhering to any predetermined templates where applicable.
6.	Provide analysis and draw conclusions from the data in order to add value to project delivery and help inform business decisions.
7.	Ensure data is gathered and reported in a timely manner for regular reporting periods
8.	Respond to ad hoc requests for information on NMIS as required
9.	Finalise the development of monitoring systems for NMIS that will enable the collection and reporting of information to report on key indicators, including supporting the ongoing refinement of the NMIS reporting manual to ensure consistency in data collection over time.
10.	Develop an understanding of the economic policy and industrial strategy landscape, in order to understand impact of the work carried out by NMIS, to support good analysis and conclusions.
11.	Provide guidance and advice on the systems developed to users inputting data, to ensure data is entered timely and accurately on University systems

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A relevant HNC/HND level qualification in a relevant discipline

E2 Relevant work experience involving data analysis and reporting

D1 Recognised qualification in Data Science or similar

Essential Experience:

E3 Proven experience in collating, integrating, manipulating, analysing, cleansing and presenting data from a wide variety of sources.

E4 Experience and good understanding of GDPR regulations and how this effects data gathering, storage and reporting

E5 Experience of developing, maintaining and improving data capture systems (e.g. spreadsheets or databases)

E6 Proven track record of excellent IT skills (particularly Word and Excel, and Power BI)

Desirable Experience

D2 Awareness of economic development landscape

D3 Awareness of Scottish manufacturing landscape

D4 Experience of working in higher or further education, or in public sector organisation

Job Related Skills and Achievements

E7 An ability to plan and organise own workload effectively with general supervision from senior colleagues.

E8	An ability to listen and engage and to present complex information in a clear and repeatable manner, to a variety of audiences.
D5	An understanding of UK and Scottish Government economic policy and industrial strategies
Personal Attributes	
E9	Excellent verbal and written communication skills, with an ability to interact with a variety of stakeholders.
E10	An ability to work collaboratively and flexibly with colleagues
E11	An ability to work independently and be accountable for personable deadlines
E12	Excellent accuracy and attention to detail
E13	Excellent organisation skills, with the ability to plan ahead for various deadlines

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter as a single document detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be Chris Lewis, Head of Programme Delivery christopher.lewis@strath.ac.uk

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Conditions of Employment

Conditions of employment relating to the Knowledge Exchange staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

