

Job Description

Role Title	Data management officer
Job Family & Category	Technical specialists: Technical specialist
Team	Home Energy Scotland team
Line Manager	Home Energy Scotland information manager
New/ Existing Role	Existing
Perm/ Fixed Term	Permanent
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ None
Job purpose	To assist the Home Energy Scotland team to deliver Scottish Government Programmes, by managing and reporting on the information exchange between the Energy Saving Trust and third party delivery partners.
Key responsibilities	<ul style="list-style-type: none"> ▪ Liaise with local government representatives, assist with collection of data, analyse data accuracy and quality. ▪ Provide reporting services, including case studies, for Scottish Government and other external partners using Excel/Power BI, SQL and GIS. ▪ Maintain data quality of collated data, the data transmission files and reporting systems. ▪ Extract information from and import data into MS Dynamics CRM system and other internal databases using SQL Server. ▪ Assist with HES reporting activities as required. ▪ A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation. <p>Within one month, you will:</p> <ul style="list-style-type: none"> ▪ Be trained on the various project tools used in the role, to be able to deliver support to stakeholders ▪ Start to build good working relationships with external stakeholders (The Scottish Government and Scottish local authorities), which are essential to the role. ▪ Embed into the wider team, with a focus on related project areas.

	<p>Within three months, you will:</p> <ul style="list-style-type: none"> ▪ Be proficient in managing data collated from external stakeholders, to ensure accuracy and completeness of reported information. ▪ Understand the background and policy drivers for the Scottish Government area-based scheme you support, to better assist external stakeholders with their data needs. ▪ Start to learn wider team management information reports, to be able to provide cover for other team members. <p>Within six months, you will:</p> <ul style="list-style-type: none"> ▪ Be proficient in developing detailed case studies for local authorities, to provide valuable supporting analysis of project outcomes. ▪ Have built good working relationships with external stakeholders, to assist with the delivery of datasets to agreed schedules. ▪ Be proficient in the technical areas of the project, to ensure on-going development of project tools.
<p>Knowledge, skills and qualifications required</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Good data management skills. ▪ Experience using spreadsheets and Relational Databases. ▪ Experience in the development of management information reports. ▪ Experience in SQL, Power BI and GIS. ▪ Experience in R would be an advantage. ▪ Experience of extraction and manipulation of data using advanced Excel functions and MS Access. ▪ Experience with management, reconciliation, and correction of data exceptions. ▪ Ability to effectively communicate both orally and in writing with internal and external customers.

Desirable:

- Good organisational and administrative skills.
- Results orientated with the ability to work to deadlines.
- Ability to prioritise tasks within a demanding environment.
- Team player who works co-operatively to deliver results.