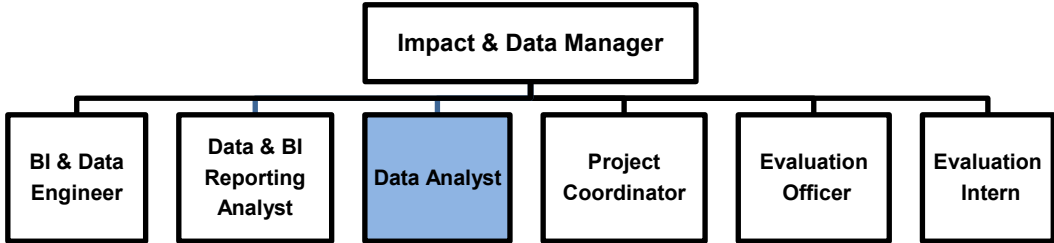


STEM Learning Limited

1. Role Particulars	
Role Title: Data Analyst	Reports to: Data & Impact Team Manager
2. Organogram	
<div style="text-align: center;">  <pre> graph TD IDManager[Impact & Data Manager] --> BIDE[BI & Data Engineer] IDManager --> DBIRA[Data & BI Reporting Analyst] IDManager --> DA[Data Analyst] IDManager --> PC[Project Coordinator] IDManager --> EO[Evaluation Officer] IDManager --> EI[Evaluation Intern] </pre> </div>	
3. Purpose of role	
<p>As a Data Analyst at STEM Learning, your role is pivotal in ensuring the organisation can use analytics and data science methodologies on large scale quantitative data to improve understanding of our offer, increase knowledge of our audience, and help evaluate the impact of our work.</p> <p>Working collaboratively and effectively with the wider Data and Impact Team at STEM Learning, you will apply advanced data modelling, predictive modelling, and analytical techniques to generate actionable insights for the organisation.</p> <p>You will use our own data – both qualitative and quantitative – the Secure Research Service, and other sources of administrative data to deliver high impact data analysis projects and business as usual reporting.</p> <p>This role is fundamental in ensuring STEM Learning can make evidence-informed business decisions and position the organisation as a trusted, knowledgeable, and influential voice in the education sector.</p> <p>This position will empower you to unlock valuable insights, inform decision-making, and contribute to the strategic direction of STEM Learning's mission.</p>	
4. Key Results / Accountabilities expected from role	
<p>Deliver a high-quality data analytics service:</p> <ul style="list-style-type: none"> • Provide high quality business as usual data reporting to stakeholder teams across the business and external funders. • Undertake ad-hoc analysis as required by the business. • Deliver a portfolio of quantitative analytic projects and research which deliver: <ul style="list-style-type: none"> ○ Robust impact measurement ○ Deeper sector and audience understanding ○ Improved thought leadership ○ Data driven evaluation of our programmes. <p>Champion and develop data analytics and data science:</p> <ul style="list-style-type: none"> • Identify new and emerging analytics needs and develop sustainable reporting solutions. • Support and train internal and external stakeholders; use analytics effectively. • Stay current with external evidence and data sources, integrating it into our data analytics portfolio and proactively suggest new initiatives. <p>Communicate and collaborate with internal and external stakeholders:</p> <ul style="list-style-type: none"> • Serve as the point of contact for analytics expertise and proactively integrate data analytics into our delivery. • Communicate and disseminate data analytics findings, ensuring findings are accessible and kept up to date. 	

- Present findings in a comprehensible, actionable manner for a non-specialist audience.
- Support Leadership by leading analytics efforts and identifying collaboration opportunities with other leading organisations.

Support STEM Learning's position as a sector-leading organisation:

- Identify and contribute to sector-leading analytics efforts.
- Contribute to thought leadership initiatives.
- Identify opportunities for collaboration or partnerships with other sector leading organisations.

Other responsibilities:

- Ensure compliance with data protection, contract, and other STEM Learning policies.
- Act as a primary advocate for analytics across the organisation and wider network to ensure we are evidence informed.
- Develop and deliver training to internal and external stakeholders.
- Keep professionally updated by undertaking CPD, keeping up to date with best practice.
- Undertake other duties that may reasonably be requested.

Successful candidates will demonstrate STEM Learning's values: Sustainable – Innovative – Proactive

5. Key challenges faced in the role

Balancing priorities and resources to achieve optimum results, ensuring effective and appropriate analytics activities, delivering useable outputs, and achieving value for money.

Collaborating with and influencing stakeholders, including senior management, cross-organisation teams, funders, supporters, and a wide range of external partners.

Embedding analytics across STEM Learning through productive working relationships with other departments, working groups and partner organisations.

6. Any other information

Data and Impact sits at the heart of what STEM Learning do, allowing us to change the lives of young people and ensure they all receive a world-class STEM education.

This role is fundamental in maintaining and developing our approach to data analytics; helping us unlock valuable insights, inform decision-making, and contribute to the strategic direction of STEM Learning's mission.

The Data Analyst will plan and deliver a range of analytics activities to support all areas of the organisation. They will have expert knowledge of complex data analytics methodologies and be able to apply them appropriately and effectively to help us understand our organisation, stakeholders, and sector.

This role will require the post holder to be an ONS Accredited Researcher in order to access the Secure Research Service. If applicants do not already hold this qualification, they will be expected to gain it in the first three months in post - advice and support will be provided to complete this process.

7. Relevant experience and expertise (typical educational qualification and experience)

Education/experience:

- Demonstrable experience working with large datasets, conducting advanced predictive analyses; relevant professional or academic qualification, or a track record of experience in a similar or related role.
- Experience using statistical programming languages such as R or Python is essential. Experience of working with Power BI is desirable.

Knowledge and understanding:

- Expertise in quantitative data analyses and predictive modelling.
- Ability to translate highly complex findings into 'plain English' is essential.

Communication skills:

- Exceptional written and oral communication skills with excellent attention to detail.
- Experience of communicating to a wide range of audiences, and adapting communication style to their needs, including specialist and non-specialist stakeholders.
- Good interpersonal skills. Ability to influence effectively at all levels.

Planning and problem-solving:

- Experience of planning and progressing work activities independently using initiative and judgement.
- Strong self-motivation and achievement focus, with proven analytical and problem-solving capabilities.

- Finds a way forward in challenging circumstances.

Stakeholder management:

- Ability to form effective working relationships with a wide range of internal and external stakeholders.
- Experience of positively managing multiple stakeholder relationships.
- Highly skilled in advancing a reasoned, evidence-led case for a course of action, and in negotiation.

Personal qualities: This role would best suit someone who is:

- Positive, conscientious, inquisitive and loves to get things done.
- Well-developed skills in assimilating complex information, making good decisions quickly and working well under deadline pressure.
- Interested in developing their understanding of education and STEM Learning data sets.
- Able to maintain an enthusiastic manner and offer solutions to problems.
- Able to work independently to plan and prioritise own workload appropriately, whilst also working effectively and collaboratively with the rest of the team.

8. Economic dimensions associated with the role (if any)

None

9. Location

York-based with occasional UK travel, including overnight stays.