



Business Data Manager

Location	Salary band	Contract
UK or Brussels	£37,801 to £41,251 45,361 EUR to 49,501 EUR	1 year fixed term
Language(s)	Hours	Reports to
English, French is also a benefit	Full time	Mel Stevens

About the Role

This is a fantastic opportunity for a business data specialist to design and implement our data management and analytical function as we build our programme and practice management. You will proactively and reactively analyse and manipulate Project Data from various sources as required to assist our Director of Programmes, and Programme Directors in successfully managing their deliveries.

Democratic Society is offering the chance to work with a growing team across the continent, to create a democracy that works for the 21st century so that people can be involved in the decisions that shape their lives. We are a fast-growing NGO, working in twenty countries across Europe.

From a kitchen table ten years ago, we have evolved into a multi-national structure that will give you a fresh challenge every day. We have ambitions to grow further, and so are creating a new Data manager position, as a key part of achieving our goals as an organization.

This role will be part of our developing Programmes and Practice Management Team.

Responsibilities

Role Purpose:

- Working with the Director of Programmes and Practice, build and implement a Programme Management Office and data management function that supports Programme Directors and Managers across Democratic Society (Demsoc)
- Establish and manage the data flow across programmes to; enable Demsoc Managers to track project delivery against agreed and baselined plans; identify corporate risks and issues; and that our pipeline demand is refreshed against our capacity and resources.
- Support Demsoc's strategic, performance and operational needs, by creating business insights through robust data analysis and visualisations.
- To provide accurate and timely statistical information on the status of Projects and Programmes (i.e. delivery, finance and resource management) to the respective Programme Directors and Programme Board.
- To advise Programme Directors on data management and ensure data accuracy, confidentiality and security.

Accountabilities:

- Ensure our data systems and data quality is robust for informing senior decision making.
- Creation of organisational and programme analytics and data visualisations.
- Management of the Delivery Governance Framework, ensuring it is followed and that it continues to support projects and programmes deliver their priority initiatives in an effective way.
- Connect the pipeline of projects to resource allocation, project delivery and dependency management per programme.
- Provide a quality review process for project documentation, including business case, scope definition and programme vision.
- Review the identified benefits and track benefit realisation.
- Develop and delivery regular PMO Reporting for Programme Board and Delivery Review Meetings as required.
- Provide visibility of resource effort, and transparency into challenges, cross programme/project dependencies, risks & issues and ensure that they are addressed by the Programme Board.
- To identify and implement opportunities to improve the effectiveness and efficiency of the Programme and Practice Management Office

JOB DESCRIPTION

- Provide clear and concise specialist advice and guidance, contributing to training sessions regarding business data and project management processes as appropriate.

Person Specification

- Degree or equivalent qualification in a relevant subject, demonstrating that level of applied knowledge in data management and analytical techniques.
- Experience of managing/working in an organisational wide Project Management Office
- Able to understand complex projects and programmes, including those that impact internal and external stakeholders.
- Demonstrable experience of managing data management systems and processing to meet business and external reporting requirements.
- Willingness to develop new collateral and bring innovation to the organisation.
- Evidence good understanding of:
 - Project and Programme Management
 - Agile Delivery
 - Benefit Realisation
 - Resource Management
 - Change Management
- Excellent data analysis, visualisation and report writing skills
- Strong attention to details and technicalities.
- Excellent organizational and technical skills.
- Good interpersonal and multi-tasking skills.

Democratic Society - Key Competencies

JOB DESCRIPTION

Initiative: you're a self-starter that can organise your own workload to meet business needs and use initiative to respond to unanticipated problems or situations.

Team work: you work collaboratively as part of a team to deliver a service to others.

Equality: you support and protect equality and diversity and respect colleagues and everyone we work with regardless of gender, age, disability, sexual orientation, religion or ethnic origin.

Customer service: you work with a focus on delivering services to clients, acting with integrity and respect on behalf of the organisation and honouring confidentiality.

Problem solving: you have strong problem-solving skills with the ability to anticipate issues and resolve matters independently, developing sound pragmatic solutions.

Strategy: you ensure that at all times your work informs, reflects and supports the aims and objectives of this role.

Demsoc is an equal opportunities employer and welcomes all suitably skilled persons regardless of their race, sex, disability, religion/belief, sexual orientation, education or age.