

Job Title: Data Manager

Reports To: Head of IT

Location: Hybrid with a minimum of 2 days per week in Thame (Oxfordshire) or Leicester

Job Purpose

The Data Manager is a specialist technical specialist role with no immediate direct reports, responsible for the management and continuous development of Affinity Trust's central datastore and wider data infrastructure, ensuring that organisational data is reliable, secure, well-governed and fit for reporting, analysis and decision-making.

Reporting to the Head of IT, the role ensures that data architecture, governance and technical solutions support the organisation's operational and strategic reporting needs. Working closely with the Head of Performance and Reporting Analyst, the Data Manager will enable accurate, trusted and accessible data that supports effective insight, performance monitoring and evidence-based decision-making across Affinity Trust.

Key Responsibilities

Data Strategy

Support the development and implementation of a data strategy for Affinity Trust, leveraging our recent digital transformation programme including the deployment of a new datastore. The data strategy will align with and underpin the delivery of our organisational strategy and foster a culture of evidence-based decision making.

Data Governance

Through the design and development of data governance, quality standards and other measures, ensure that the data we hold is accurate, accessible and trusted. Ensure that the data we hold is safe and secure, and managed in compliance with GDPR and other relevant legislation.

Data Infrastructure

Day-to-day responsibility for managing and evolving Affinity Trust's central datastore and wider data infrastructure, ensuring performance, reliability and integrity meet the requirements of internal stakeholders. Working in collaboration with the Head of IT, Head of Performance and Reporting Analyst, consider, plan and implement changes that further enhance the value, usability and resilience of the datastore and support accurate reporting across the organisation.

Stakeholder Engagement and Partnership

Engage effectively with stakeholders across the organisation on data issues and opportunities to extract greater value from organisational data. Work closely with the Head of Performance and Reporting Analyst to translate agreed business and reporting requirements into technical specifications, integrations and data solutions. Maintain a pipeline of technical and data change delivery in accordance with agreed milestones and shared organisational priorities.

Supplier Engagement and Technical Integration

Manage effective supplier relationships to ensure Affinity Trust secures maximum value from its data and systems. Oversee the design, testing and implementation of business system integrations, including the use of APIs and other technical solutions to support reliable data flows. Contribute to the development of technical and functional specifications for integrations, data structures and related system changes.

Data Access and Control

Support the design and maintenance of appropriate data access controls, role permissions and data security arrangements in line with the Data Protection Policy and wider governance requirements, ensuring that risks are identified and mitigated promptly.

Person specification

	Essential	Desirable
Values	<p>Demonstrates organisational values:</p> <p>People at the heart of everything we do <i>We listen, we learn, we build on strengths.</i></p> <p>We give our best. <i>What we do matters. Good days and bad, we take responsibility.</i></p> <p>We work together. <i>We are one team and value people's strengths and differences. We are open and trusting with each other.</i></p> <p>We have courage. <i>We try new things. We are creative and adaptive.</i></p>	
Skills and experience	<p>Strong experience in managing data infrastructure, data pipelines, or enterprise data environments.</p> <p>Knowledge of Microsoft Azure and data warehousing concepts.</p> <p>Strong working knowledge of SQL databases and the ability to write and interpret SQL queries.</p>	<p>Previous experience working in the adult social care or charity sectors.</p> <p>Experience producing board-level or trustee reports.</p> <p>Experience supporting impact measurement and outcomes reporting.</p>

Together we make it possible

	<p>Working knowledge of APIs and systems integration approaches to support reliable and secure data flows.</p> <p>Experience designing and maintaining data governance, quality and security controls.</p> <p>Strong understanding of GDPR, information governance and data protection requirements in practice.</p> <p>Ability to translate organisational requirements into robust technical solutions, technical specifications and data architecture improvements.</p> <p>Experience of working collaboratively across IT and business functions to support reliable reporting and analytics.</p> <p>Strong problem-solving skills, accuracy and attention to detail.</p> <p>Strong written and verbal communication skills, including the ability to explain technical concepts clearly to non-technical audiences.</p> <p>Proven ability to manage multiple priorities, projects and deadlines.</p>	<p>Knowledge of Power BI, Power Query, DAX or dashboard design best practice.</p> <p>Experience of supplier or systems integration management.</p>
Qualifications	<p>Relevant qualification in data analytics, computer science, statistics, data engineering, or a proven equivalent track record in enterprise data engineering and infrastructure management.</p>	
Other	<p>Full driving licence and access to own car (or equivalent arrangements) to travel between offices attend key meetings e.g. Team meetings, project meetings etc</p>	