

## **Job Description**

### **Data Officer**

It's unacceptable that more than half of people diagnosed with pancreatic cancer die within 3 months. Survival rates have improved enormously for most cancers, yet for pancreatic cancer, this is not the case. And, with treatment and care affected by the pandemic, the situation has only got worse.

Pancreatic Cancer UK is a national charity dedicated to taking on this injustice using every possible means. We're supporting people with pancreatic cancer now, campaigning, and funding vital research to transform the future.

#### **The Role & Background:**

This is an important role in a dynamic and growing data team focussing on maintaining essential data streams between external sources and our fundraising and marketing database.

The Data Team underpins our marketing, fundraising, communications and patient support activities. We are looking for a Data Officer to deliver high quality data imports and data processes to support our rapidly growing activities.

The successful candidate will have experience of using Raisers Edge and will have experience of working with bulk data processes in Raiser's Edge environment. Experience of maintenance and development of imports using Import-o-matic for this would be desirable.

#### **Purpose of the role:**

- Working with Data Team colleagues to contribute to the provision of high-quality data services for internal stakeholders across the charity.
- Oversee day-to-day import processes as directed by the Data Quality Manager, ensuring that the data we import is efficiently and accurately imported to the agreed schedule.

#### **Key accountabilities:**

- Ensure that supporter data from external sources is imported in an efficient manner and to agreed timelines onto the Raiser's Edge
- Proactively provide data support for all internal stakeholders
- Ensure that all data is captured and recorded accurately in compliance with GDPR regulations and internal policies

- Ensure high standards of data quality by preparing and running appropriate data checks and addressing issues uncovered on a regular basis
- Providing support for structural changes to the database as directed by the Database Manager including global changes to the database as required  
Provide support for financial reconciliation activities as required
- Support staff across the organisation in their use of the database, ensuring that data protocols are followed
- Help develop documentation of new procedures in order to achieve greater efficiency in our use of the database
- Liaise with internal stakeholders to ensure import routines meet their reporting requirements
- Actively seek improvements in processes and work with the Data Quality Manager on developments.
- Build queries/selections as required in Raiser's Edge in support of internal and external stakeholders as required
- Provide support for the Data Quality Manager, your colleagues in the Data Team and other internal stakeholders as required

**General responsibilities**

- Any other duties as directed by and agreed with the Data Quality Manager

**This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.**

## Person Specification

<b>Skills, knowledge, experience &amp; qualifications</b>	
<b>Essential</b>	
1	Have knowledge of the charity sector and how databases are used to support fundraising and manage donor relationships
2	Proven ability of working with Raiser's Edge which includes creating and managing records, Queries and data management.
3	Knowledge of database processes, architecture and hierarchies
4	Have proven ability of undertaking a variety of bulk data import processes in Raiser's Edge
5	Excellent attention to detail including the ability to identify issues with data quality or accuracy
6	Have proven ability in supporting teams in a busy environment with diverse data requirements
7	Have proven ability in meeting deadlines and the ability to flag up potential bottlenecks
8	Advanced Excel skills for manipulation of data
9	Good written and oral communication skills and the ability to liaise with internal stakeholders to ensure import processes meet their reporting and analysis requirements
10	Demonstrable ability to manage multiple tasks concurrently
11	Ability to pick up and apply new knowledge and skills quickly
<b>Desirable</b>	
1	Experience of using Import-O-Matic for creation, maintenance and development of imports
2	Experience of using Importacular

### **Personal Qualities and other requirements**

- Commitment to our vision, mission and values: Determined, Compassionate, Pioneering, With Integrity, and to learning and development
- Commitment to health and safety, data protection, equality and diversity and safeguarding compliance and best practice

- Understanding and acceptance of Pancreatic Cancer UK's policy on the use of animals in research which is in accordance with the AMRC
- It is essential you have to have the right to work in the UK at the time of application