

Job Description for Data Executive

The Data Executive has the overall responsibility for user access administration and management of core applications database (including Engage Management System). Ensure the data integrity of core applications and work closely with ICT team to ensure applications availability and effectiveness of the backup to minimise operation disruption.

Data management – Responsible for data gathering, processing, ensure data structures are adequate, reports design and administration as required

Core Applications Development – Responsible to work with relevant departments to define requirements for system integration in the schools.

-Working closely with IT team and School Leaders in Engage Development Plan; liaising with all stakeholder to develop and present the proposed Development Plan to School Leaders.

Training – Planning, coordinating and conducting core applications specific training for teaching and non-teaching staff for the school as necessary.

Support - being the primary contact with regional ISP and applications' vendor and support team;with IT Support in maintaining users and user accounts; troubleshooting issues to do with the applications (Engage) and the use of it.

-Working with the ICT Team to maximise the user experience of core applications (Engage); supporting core application key users.

Review – monitoring the effectiveness of the applications (Engage) implementation and adoption, and providing feedbacks regularly for informed planning.

To perform other duties as reasonably requested by the Executive Principal or IT Manager to support office and school operation including data input quality control of Behavioural, Cover and Timetable etc.

Requirements:

Degree in IT / MIS or equivalent

Good communication and interpersonal skills

Able to work independently with minimum supervision

Knowledge in SQL will be an added advantage

Knowledge in Engage will be an added advantage

Knowledge in Business Intelligence will be an added advantage