

Recruitment pack



Loyalty & Trust
Professionalism
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www.ciarb.org



CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title: Data Architect

Date: September 2022

Reporting to: Executive Director of IT and Digital Transformation

Location: London (Hybrid working)

Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 18,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of 42 branches.

Job Overview:

The post holder will be responsible for designing the data and systems solution at CIArb. They will deliver an architecture that will ensure that all data points that are needed can be captured and delivered through to the reports and dashboards to enable decision making. They will also be responsible for processing and analyzing the data received from various sources both within and outside CIArb. The Data Architect will ensure that all data is processed, and quality assured so that it can be analyzed through appropriate business systems with a view to the production of reports that can assist CIArb services and other stakeholders make effective decisions.

Key Responsibilities:

- Design and implement effective system, database solutions and models to capture, store and retrieve data as management information.
- Day to day implementation of the business's data strategy, ensuring that organizational data is warehoused and used appropriately, optimizing business intelligence and decision making.
- Awareness of organizational business strategy and how this relates to the organization's operation at a national and global level and the relevance of data to operations management.
- Knowledge of relevant procedures to ensure that optimal data is used, including the quality assurance of, cleaning, analysis and processing of data.
- Collaborating with the IT and other departments with a view to extracting the information that is required and presented as management information to aid growth of the organization.
- Take operational ownership of our full data environment to ensure the smooth and accurate transition of data in its various forms – from data source, through a data warehouse environment and presented as needed as management information
- Using data to enable accurate and real-time key performance indicators to be measured.

- Work with the Executive Director of IT & Digital Transformation to ensure that data solutions are provided in a proactive as well as reactive fashion, shaping reports that tell us what is likely to happen as well as what has happened.
- Facilitating the production of reports, visuals, dashboards and other outputs to allow different parts of the organization to make better individual and collective decisions.
- Minimizing all data risks, security breaches, financial and other risks and working with relevant services to ensure that data is handled in a way that is compliant with relevant legislation and other frameworks.

Requirements:

Essential:

- Relevant higher education qualification in data analysis; Experience of building relevant systems, including data warehouses;
- Demonstrable experience of having successfully worked with data within a business setting.
- Excellent and demonstrable business intelligence skills, especially working with large datasets;
- Excellent written and verbal communication skills in the English language;
- Ability to manage large projects adhering to logistics, timescales and deadlines.
- IT literate and experience of using MS Dynamics, other MS systems and Office (including Word, Excel and Outlook);
- Experience of using visualization tools such as PowerBI and Tableau;
- Strong attention to details;
- Being able to work as part of a team, cross-functionally and on your own are equally important;
- Delivering on deadlines and to budget;
- Self-motivation and initiative taking;

Desirable:

- Experience of working in a membership organisation.
- Experience in automating processes.

Summary terms and conditions

Contract: Full-time, permanent

Salary: £53,000 per annum

Annual leave: 25 days holidays per annum plus UK bank holidays

Pension: Generous Pension Scheme (from day 1 of joining)

Healthcare: Vitality Health UK (Company scheme subject to terms and conditions).

Life assurance: Company life assurance scheme (4 x annual salary).

Other Benefits:

- Season ticket loan
- Cycle to work scheme
- PerkBox (employee money saving platform)
- Gym/Fitness scheme
- Flexible working hours – core hours
- EAP (Employee Assistance Program)
- Wellness and Social incentives e.g. Christmas party, summer party, International day, Charity events
- Financial Wellbeing seminars and access to e-portal
- Learning and Development opportunities
- Enhanced Family policies

Location: CIArb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

Notes: **We are keen to encourage applicants from all identities and walks of life.**

How to apply: To apply for this role, please click on [APPLY HERE](#)

Closing date: **21 October 2022**