

Job Description

Insight and Evaluation Lead Officer



JOB DESCRIPTION	
Job Title	Insight and Evaluation Lead Officer
Salary	Band 5
Location	WRU Centre of Excellence, Hensol / Principality Stadium Cardiff, with regional travel expectations
Hours of work	35 per week (Monday to Friday). The nature of this role may require the candidate to work extended hours. This will include evenings and weekends as required.
Responsible to	WRU Head of Participation
Responsible for	External Research / Insight providers
Contractual Status	2 year fixed term contract and subject to 6 month probation period.
Role Summary	To support the Head of Rugby Participation and Rugby Participation Department to identify, collate, analyse and communicate data insights across the business to inform a framework for evaluating participation in rugby in Wales. This will include delivering reports to internal and external stakeholders that will serve as a benchmark for the game. Creating actionable insights that will ensure that ongoing rugby initiatives are measurable and in turn driving efficiency and effectiveness in all future programmes. Maintaining awareness and understanding of sector policy and wider government agenda.
Key Relationships	<ul style="list-style-type: none"> • Head of Rugby Participation • Women's Engagement Manager • Rugby Enterprise Manager • Participation and Retention Manager • National Coach and Referee Development Manager • External / Third sector research organisations and individuals • Communications Department • Rugby Operations Department
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Provide colleagues with meaningful, actionable insight that drives strategic planning and measurement of new and existing programs • Develop appropriate systems that collect data and information on participation of rugby in Wales • Provide a reporting platform that will include detailed reports for the Rugby Department as well as reports and dashboards for wider stakeholders within the group and for third sector (commercial and local government) • Provide regular updates to the Leadership Team on data insights for their area of expertise • Understand the business context and needs and that relevant data is being collected and analysed • Key contact for data analysis questions and insights management • Support the team on extracting insights and investigating/understanding the causes of changes in key KPIs as well as efficient and effective data collation tools • Desk research of other NGBs, Welsh govt and Sport Wales and worldwide sports participation trends to provide meaningful context for WRU data • Ensure that data insights are clearly communicated to the business with tailored communication for each team • Remain up to date with latest tools and best practises in Insight, data analysis

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	<ul style="list-style-type: none"> • Working with the Digital Department to ensure that participation data collation and reporting integrates with the group data strategy • Form strong relationships with all business areas and in particular support investment decisions and post implementation monitoring of deployments • Build a network of partners, using them to provide insight and support as needed to help develop related activities • Manage partners/suppliers that are providing a service to ensure it delivers against expectations • Act as central point of contact for all participation data • Carry out duties to help support the WRU/PS mission statement in line with the WRU Group values
Continued Professional Development	The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • Strong interpersonal skills and relationship management • Strong interpersonal skills and relationship management • Rugby Experience not required • Knowledge of big data platforms and real time analyses • Translating big data into key insight for consumers of the evidence • Algorithm development for new analyses within a data platform • Dealing with cybersecurity and ability to implement risk assessment • Proven experience with databases, information architecture and most importantly, data interrogation tools • The ability to set up systems that automate reporting e.g. dashboards, management reports • Proven understanding of the latest data security best practise and risk management
Skills & Qualifications	<ul style="list-style-type: none"> • Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint • Excellent written and verbal communication skills are essential • Ability to communicate and work through the medium of Welsh is desirable. • Strategic thinker and planner • Track record of using Data Analysis tools and methods • Very good stakeholder management and communication skills • Able to inspire and influence teams and senior management alike • Good delegation and presentation skills – highly comfortable in empowering individuals and development teams • Act quickly and decisively using good judgement in making decisions and performing actions • Strong business acumen and good level of commercial awareness • Good at building relationships internally and externally with partners and suppliers • Passionate about the work area
WRU Group Values	<ul style="list-style-type: none"> • Excellence, Integrity, Success, Courage, Family, Humour <p>A copy of the WRU Group Values Document is available upon appointment to the role</p>
Other	<ul style="list-style-type: none"> • Valid UK driving licence is required • This role is subject to an enhanced DBS disclosure check • An understanding and commitment to equal opportunities in employment and sport

PERSON SPECIFICATION	
	<ul style="list-style-type: none">• All employees must work in accordance with the Sustainable Development policies of the group• An understanding of individual responsibility in complying with the Health and Safety policies and arrangements

All applications should be sent to hr@wru.wales before the end of closing date 1st June 2018