

## **Job Profile**

### **Data Engineer / Analyst - Microsoft Fabric**

#### **About the ISTD**

ISTD exists to make teaching and learning dance accessible to all.

Our membership is recognised as the mark of quality dance teaching around the world. We support teachers to develop their careers and businesses through progressive training, performance qualifications and events. Together, we aim to build a diverse and sustainable dance profession by championing inclusion and increasing access to dance teaching

The Society is a registered educational charity (250397), regulated examinations board, and membership association. With 6000 members in 59 countries worldwide, we conduct over 120,000 examinations and 20,000 hours of Continuing Professional Development each year.

#### **Istd.org**

#### **Summary of Role**

We are looking for a motivated and curious Data Engineer / Analyst to join our small but strategic Data team. This is an exciting opportunity to gain hands-on experience with modern data tools like Microsoft Fabric, Power BI, and OneLake, while helping a creative and passionate organisation make better use of its data.

You'll work closely with our Data & BI Lead to support data integration, reporting and analytics across the Society. You'll also collaborate with non-technical colleagues from across the organisation, helping them access and understand the data they need.

#### **Key Responsibilities:**

In addition to working closely with the Data & BI Lead, you will:

- Work with staff from different teams to understand their data needs and help them access the insights they need.
- Create and update Power BI dashboards and reports that are easy for non-technical colleagues to understand and use.
- Translate business questions into clear data tasks and visualisations
- Support the design and maintenance of simple, reliable data pipelines using Microsoft Fabric and OneLake.
- Help bring together data from different systems (e.g. exam systems, CRM, finance, website analytics) into a central data lake.
- Support good practices in data privacy and cyber security, helping to ensure that data in the Microsoft Fabric environment is handled safely and in line with Society policies
- Assist in building and updating the organisation's semantic data model to support clear and consistent reporting.
- Carry out data quality checks and help ensure the accuracy and consistency of data used across the Society.
- Document your work clearly so others can understand and build on it in the future.



# Imperial Society of Teachers of Dancing

- Learn and apply best practices in data engineering, analytics, and data governance.
- Contribute to a culture of data curiosity and confidence across the organisation.
- Be a friendly and approachable point of contact for colleagues who are new to using data in their work.

## Skills & Qualifications

### Essential:

- A degree in a relevant subject (e.g. Data Science, Computer Science, Mathematics or similar).
- A basic understanding of data concepts such as ETL, data modelling, and SQL.
- Familiarity with Microsoft Excel and Power BI (or similar tools).
- Strong analytical thinking and problem-solving skills.
- A willingness to learn and grow in a data-focused role.
- Good communication skills and the ability to explain technical ideas simply.

### Desirable:

- Exposure to Microsoft Fabric, Azure, or cloud-based data platforms.
- Experience with Python, DAX, or other data-related languages/tools.
- Experience working on a data-related project, internship, or university group work.

## Person Specification

To take up the role of Data Engineer / Analyst the individual will need to be engaged and motivated in the work and mission of the Society.

The Data Engineer / Analyst must demonstrate:

- Enthusiastic about using data to make a difference in a creative, mission-driven organisation.
- Curious, proactive, and eager to contribute ideas and learn from others.
- Comfortable working in a small team and taking initiative.
- Attitude of personal responsibility and accountability and a flexible, 'can-do' attitude towards the workplace
- Able to communicate clearly in English and kindly with colleagues who may not have technical backgrounds.
- Organised, detail-oriented, and able to manage multiple tasks.
- Respectful of confidentiality and data protection requirements (e.g. GDPR).
- Willing to learn and use tools like Microsoft Teams, and other online systems.
- Committed to fairness and to promoting equality, diversity and inclusion.

## Working Hours

This is a full-time role, working 35 hours a week, from Monday to Friday from 9am to 5pm, with a one hour lunch break.

### Additional Information

- This role will be offered on a Hybrid work basis (2 days worked in the office and the remainder of the week can be worked remotely). When working remotely, the postholder will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Monday to Friday and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with any new government advice.

### Remuneration

The annual salary for this position will be from £30,000 to £35,000 per annum depending on experience.

### Additional Benefits

- **Flexibility**; this role can be worked on a Hybrid basis, (2 days in the office and then one day, Friday can usually be worked from home, *subject to studio bookings*). More information on flexibility is available in the ISTD Hybrid Work Policy.
- **25 days paid holiday** each year (plus the 8 public/bank holidays). In addition, 4 days between Christmas and New Year when our office building is closed; 37 paid days in total. This will pro-rata accordingly for the part time hours worked.
- **Season ticket loan** available.
- **Employer Pension Contribution** matched up to 8%. You will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- **Employee Assistance Programme**, consisting of 24/7 telephone access to a trained counsellor, financial advisor or a nursing and midwifery council registered nurse. Access to the My Healthy Advantage App with live chat facility, wellbeing videos and articles, mini health checks, 4 week plans for lifestyle changes and a mood tracker.
- **Virtual GP Service**, complimentary 24/7 unlimited access any day of the year. Book appointments, arrange private prescriptions and fit notes anywhere in the world. Second Medical Opinion available – for greater peace of mind. Also covers Dependents.
- **Funeral Concierge Service**, includes easy-to-use will writing tool. When help is needed, the 24/7 Advisors are one phone call away, ready to personalise the funeral plan and compare and negotiate best prices at any funeral home in the world.
- ISTD provides employees with **Life Insurance** benefit provided by MetLife. MetLife provides a death in service benefit, based on a multiple of three times your annual salary, bereavement and probate service to the family. This benefit is available to all employees after they have passed their probation and are below the age of 70 years

### Training

You will be supported in the new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.



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We have a training budget for the Data team to develop your technical and operational skills as required.

### **Equal Opportunities**

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email: [recruitment@istd.org](mailto:recruitment@istd.org)

### **Method of Application**

Please send a letter of application and CV to [recruitment@istd.org](mailto:recruitment@istd.org)

The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).

The closing date is Monday 21<sup>st</sup> July 2025