Data Manager

Salary commensurate with experience

This is a full-time role, though a part-time flexible approach may be considered for the right candidate.

Europa Science, a publisher of business-to-business platforms (including magazines, websites and email newsletters) in the fields of science and technology, is seeking a data manager to take control of its ever-growing data-related tasks.

This is a newly-created specific role that will enable us to harness our data and exploit it in a robust, efficient, legal and profitable way.

You will be based in our office in Cambridge, UK.

Responsibilities
- Creating and enforcing policies for effective data management
- Formulating management techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devising and implementing efficient and secure procedures for data management and analysis with attention to all technical aspects
- Ensuring compliance with upcoming GDPR legislation
- With the above in mind, establishing and communicating clear rules for the use of data by internal and external stakeholders
- Support others with the use of data systems, and ensure adherence to legal and company standards
- Developing future data platforms as needs arise

Job brief
- As Data Manager, answering to the Head of IT and Web Development, you will take control of the development and use of our data, which is predominantly used to serve our publishing platforms.

- Examples of current data platforms are: our subscriber database (currently implementing a new digital data management platform, Evolok); our CRM of advertisers (Pulse); our email platform (Adestra); Google analytics; Google DFP.
- You will be expected to oversee all aspects of data collection, storage, extraction, analysis, and dissemination as required by internal stakeholders.
- You will be expected to develop continuous improvements to our current processes, that take into account legal requirements and industry best practice.
- You will have a strong understanding of databases and data analysis procedures. You will also be tech-savvy and possess excellent troubleshooting skills.

Person specification
- Proven experience in a similar data role
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Familiarity with modern database and information system technologies
- Proficient in MS Office (Excel, Access, Word etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills
- Familiarity with Google statistical packages
- BSc/BA in computer science or relevant field

To apply, please send a CV and covering email to Jim Grantham (jim.grantham@europascience.com).