

Role of Data Champions (DC)

- To consider and promote good practices amongst school staff with respect to data keeping.
- To be able to effectively use Campus Solutions & Power BI to assist in improving data quality.
- To be the first point of contact within the school / area regarding data quality issues and to be able to respond or cascade information when necessary.
- To have a general understanding of data quality issues faced by the University, and their potential impact on both funding and performance monitoring.
- To remain up-to-date with The University's regulatory obligations related to data quality such as those published by the Competition and Markets Authority in March 2015.
- To co-ordinate the resolution of data quality issues within their school / area.
- To run all the data quality reports in Power BI regularly and routinely (at least on a monthly basis) (Power BI app – Student Records – Data Quality)
- To liaise with their line manager and through him/her (if appropriate) the Head of School Operations (HOSA) to determine how to distribute work / responsibilities relating to data quality. Ultimate responsibility for resolution of data quality issues rests with the HOSO.
- To monitor their own school / area's data quality via the Power BI management information on a monthly basis and keep HOSOs up to date on progress of corrections.
- To make recommendations to HOSOs on how data quality can be improved in problem areas within their schools.
- To liaise with their line manager (ultimately the HOSOs) to ensure the right people within the schools are running the data quality reports and keeping up to date with current policies & procedures for maintaining student records.
- To liaise with the Data Team in the Student Records Team as required: (datateam@manchester.ac.uk).
- To notify the Data Team of their successor should they move on, or should their role change.

The following is not expected of a Data Champion:

- That Data Champions fix all data quality issues themselves. The variance in structure across all schools means that each school should determine themselves how best to distribute work.
- To provide *ad-hoc* reports to colleagues in their school / areas. Faculty offices, Directorate of Planning and the Student Records Team have responsibility for this.