UKROEd ROLE PROFILE
Head of Data & Insights

JOB TITLE:	Head of Data & Insights
RESPONSIBLE TO:	Chief Information Officer
LOCATION:	Home based or Hybrid but with regular travel required to UKROEd Head Office in Manchester and other locations as operationally required.
HOURS	37.5 hrs per week
SALARY	£69,500
VETTING REQUIREMENT	Baseline Personnel Security Standard (BPSS) and Non-Police Personnel Vetting (Level 3)
INTERVIEWS	Candidates must be free to attend interviews which are taking place remotely on 21st December 2026

About UKROEd

UKROEd Ltd is a private, not-for-profit company responsible for the delivery, management and administration of the National Driver Offender Retraining Scheme (NDORS) on behalf of the Police service. It is the operating company of the Road Safety Trust and is committed to the education and training of drivers who commit low level traffic offences.

UKROEd values and respects each individual employee, client and customer and is committed to promoting equal opportunities throughout its workforce. As such, all relevant applicants will receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Overview of the role

Reporting to the Chief Information Officer, the Head of Data & Insights will lead the organisation's use of data, ensuring robust governance and secure information management to support strategic decision-making, demonstrate organisational and scheme impact, strengthen advocacy and influencing activity, and improve operational performance. The role will ensure that data is transformed into meaningful insight for the Board, senior leaders and partners, helping UKROEd maximise its influence on road safety outcomes.

The post will manage an Information Governance Officer and a Data Analyst and deputise for the CIO as required.

Principal Duties and Responsibilities

1.	Develop and deliver UKROEd's Data & Insights Strategy.

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2.	Champion a data-driven culture and evidence-based decision-making and oversee the effective use of analytics and reporting.
3.	Lead the collection, analysis and interpretation of internal and external data. Ensure data is presented clearly and effectively to both technical and non-technical audiences.
4.	Provide strategic data and insight advice to support organisational strategy, planning and performance improvement.
5.	Develop and maintain executive dashboards and management information reporting.
6.	Measure and report on the effectiveness and impact of the scheme, programmes and key initiatives.
7.	Support policy, advocacy and influencing activities through robust evidence and analysis.
8.	Lead data governance, data quality and information management practices across the organisation.
9.	Ensure compliance with GDPR, data protection legislation and organisational policies.
10.	Identify opportunities to use automation, AI and business intelligence tools to improve organisational effectiveness.
11.	Lead, coach and develop colleagues in data literacy and the effective use of data and insights.
12.	Support and contribute to organisational risk assessments, audits and other assurance programmes as required. Ensuring that any team or personally assigned tasks are addressed swiftly and evidenced.
13.	Write and present Senior Leadership Team and Board level reports
14.	Line manage and support a small team of staff, fostering high performance, professional development and continuous service improvement. Deputise for the CIO as required.
15.	Lead or support transformational programmes within UKROEd.
16.	Develop and maintain effective working relationships with colleagues, stakeholders, partners, suppliers and external agencies.
17.	Actively engage in organisational business planning and operational improvement discussion and activity. Work closely with other heads of service and the Senior Leadership Team to contribute to the collective delivery of corporate priorities.
18.	Manage delegated budgets and resources effectively, ensuring financial control, best value and alignment with organisational objectives.
19.	Undertake any other duties commensurate with the level of the post and contribute to wider organisational operational and transformation activity.

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UKROEd
UK Road Offender Education

UKROEd Person Specification
Head of Data & Insights

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Job Related Knowledge	*Essential* • Excellent practical understanding of data governance, data quality and information management principles • Strong practical knowledge of UK data protection laws, information governance frameworks, and ISO standards (e.g., ISO 27001). • Knowledge of KPI development, performance management and organisational reporting. • Understanding of business intelligence, analytics and data visualisation practices. *Desirable* • Knowledge of the road safety sector. • Understanding of AI-enabled analytics, Microsoft Fabric or Azure Data Services.
Experience	*Essential* • Proven experience in a senior data, insights, analytics or business intelligence role. • Experience developing reporting frameworks, dashboards and performance measures. • Experience of presenting data driven insights to senior leaders and boards. • Experience improving data quality, governance and reporting processes. *Desirable* • Experience commissioning and overseeing the implementation of an enterprise data warehousing solution. • Project Management Experience.
Skills and Aptitudes	*Essential* • Excellent leadership, communication, and stakeholder engagement skills. • Ability to work strategically while remaining hands on and delivery focused. • Excellent analytical and problems solving skills • A record of promoting equality, fairness, and respect within the workplace. *Desirable*

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	• Ability to identify opportunities for the use of AI, automation and advanced analytics. • Experience developing data literacy and capability across an organisation.
Qualifications	*Essential* • Degree level qualification in a relevant discipline or equivalent professional experience • Evidence of continuing professional development in data, analytics or information management. *Desirable* • Relevant professional certification in data, analytics or information management. • Microsoft certification in Power BI, Fabric, Azure or Dynamics 365 technologies.

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