**ROLE TITLE:** Impact Reporting Officer

**Reports to**: Head of Catapult Delivery

**Direct reports including contractors**: None

**Budget**: None

* **Key relationships**: Communications/Marketing team, Heads of business sectors, HVMC Impact Steering Group

**ROLE PURPOSE:**

* Collation, analysis, reporting and communication of information relating to the economic, societal and environmental impact of the NCC.
* Understand development projects to continually find new ways to express the qualitative and quantitative impact the NCC has had on the companies it works with. This includes gathering data by interacting with Stakeholders (internal and external), performing desk-based research and collaborating with employees in other areas of the business to promote and implement the NCC’s Impact Framework.
* Ensuring the relevance and integrity of data collected, in addition to developing effective data collection strategies to accurately report the findings and help in the creation of compelling messages and stories.

**MAIN ACTIVITIES**:

* Collate impact data and evidence from across the NCC to enable regular reporting to our major stakeholders
* Translate complex project outcomes to align with quantifiable impact targets. Record and maintain relevant qualitative and quantitative data relating to the performance of the companies the NCC works with and develop relevant individual and cumulative trend analyses.
* Continuous improvement of processes and systems to ensure data integrity and accuracy is maintained.
* Work with the NCC Communications team in the creation of compelling messages, impact stories and case studies.
* Represent the NCC at internal and external meetings relating to Impact Measurement, to drive thought leadership in the area of impact measurement.
* Work collaboratively with business functions to introduce strategies and processes for monitoring and reporting KPIs, outputs, outcomes and Impact, against the Impact framework.
* Work across the NCC to educate the business on the importance of impact reporting.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

**PERSON SPECIFICATION**

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| Essential | Desirable |
| Qualifications/Experience   * Significant experience in a business, economics, digital or data related field; or a background in reporting * Experience of working with large datasets, building reports and dashboards * Excellent Excel skills | Qualifications/Experience   * Degree level qualification (or equivalent) in disciplines such as business, economics, digital or data related subjects * Experience in a dynamic, multi-functional business environment * PowerBI skills * Confidence in Customer Relationship Management type tools |
| Behavioural Competencies   * Able to effectively communicate and build relationships across the organisation * Excellent analytical skills | Behavioural Competencies |