

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Data Management Officer	JEID	R0283
Salary Grade:	Scale J		
Team:	Data Innovation Team		
Service Area:	Performance Business Unit		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted		
Responsible to:	Delivery Lead - Business Intelligence (Data Management)		
Responsible for:			

Role Purpose

- To take the lead in the systematic management of contextual property data for the Council and to oversee the continual update and improvement of the corporate spatial database
- To liaise regularly with external data suppliers (such as the Government Property Unit and Ordnance Survey) to ensure that key datasets are accurate and up-to-date and to ensure corporate compliance with data licensing rules
- To support the transformation of Council services through the provision, update, maintenance and analysis of appropriate datasets
- To work with internal services and external organisations, such as central government departments and other public bodies, to acquire data and develop tools and techniques to meet the needs of WCC's research commissioning cycle
- To support the wider development of the Data Management Team, including the creation and management of a Data & Analytics Platform

Role Responsibilities

1. Leading in the design, creation and establishment of data storage solutions for corporate contextual and spatial data holdings
2. Building relationships with senior data managers across a range of internal services and external partner organisations to enable the effective acquisition, sharing and utilisation of data to transform and improve Council services
3. Advanced manipulation and analysis of a wide range of complex data to provide meaningful insights for Council service managers and members
4. The development and management of innovative new data storage systems and the implementation of interactive self-serve tools to make the data available to users
5. Advising the organisation on the availability and development of external datasets and innovative data management solutions
6. To develop information dashboards to support service managers and senior decision-makers in the transformation and delivery of Council services
7. Contribute to the development of the team service plan, work programme and marketing activities
8. Providing training and support to internal services and partners in the use and maintenance of contextual data
9. Work in partnership with others, both inside and outside the County Council, to ensure that data requirements are built into the specification of new projects and systems
10. To work collaboratively with colleagues across the Performance Business Unit to ensure that the Council effectively uses robust evidence as the basis for its decision-making
11. Any other duties allocated by the Delivery Lead - Business Intelligence (Data Management) which are within the scope of the grade, such as assisting with data inputting of Property agreements e.g. Leases/ Licences onto the Central Property Register (Database).
12. To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the GDPR, Freedom of Information Act and any other relevant legislation that directly affects service delivery

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

ESSENTIAL	Measured by: A. Application form T. Test/exercise I. Interview P. Presentation D. Documents
Qualifications	
<ul style="list-style-type: none"> Degree in an appropriate discipline (e.g. IT, computer science, statistics, geography, land management) 	A, D A, D, I
Experience	
<ul style="list-style-type: none"> At least three years post-graduation experience of data management and analysis in a customer facing environment or a research & intelligence environment 	A, I
<ul style="list-style-type: none"> Experience of querying, analysing, presenting and visualising data in a recognised database environment (such as MS SQL or PostgreSQL) 	A, I
Competencies	
<ul style="list-style-type: none"> Good communication skills, including report writing and confidence in delivering complex presentations to a wide range of audiences 	A, I, P
<ul style="list-style-type: none"> Demonstrable achievements in delivering results which meet customer needs 	A, I
<ul style="list-style-type: none"> Ability to work on own initiative and take responsibility for actions 	A, I
<ul style="list-style-type: none"> Motivated and enthusiastic 	A, I
Skills	
<ul style="list-style-type: none"> Data analysis and problem solving skills 	A, I, P
<ul style="list-style-type: none"> Skills in an appropriate programming or scripting language, or in an appropriate software system, such as FME, to extract and manipulate data from multiple sources 	A, I, D
<ul style="list-style-type: none"> Web design and presentation skills, such as demonstrable experience of having used HTML, CSS and/or JavaScript to create web content 	
<ul style="list-style-type: none"> Experience of using QGIS (or similar GIS) for spatial data 	A, I
	A, I
	A

DESIRABLE		Measured by: A. Application form T. Test/exercise I. Interview P. Presentation D. Documents
Skills		
<ul style="list-style-type: none"> • Postgraduate degree and/or appropriate professional qualification • Experience of using AutoCAD for two dimensional work. 		A, I, D A, I
Experience		
<ul style="list-style-type: none"> • Property related experience in Lease interpretation. 		I
Topic knowledge		
<ul style="list-style-type: none"> • Open data, open standards, and open source systems • Challenges in acquiring, sharing and analysing data in a public service environment 		A, I, P I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

