

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title**: Data Architect & Security Senior Officer | | | |
| **Department**: Digital Operations, Information & Technology | | **Post No**: 2.06 | |
| **Division/Section**: Corporate Core | | **Post Grade**: G16 | |
| **Location**: Agile. To work at any of Bury Council’s sites as demand necessary to undertake the duties. | |  | |
| **Special Conditions of Service**: Will be required to work outside normal office hours as necessary. | | | |
| **Purpose and Objectives of Post**:  The purpose of this job is to be a key member of the Insight & Analytics team; the purpose of the team is to help better tailor services, make better decisions and to understand more about what residents need.   * Help the Council to create business and user value from data. * Design and build an overall data architecture for the Council, taking full responsibility for its implementation. * Lead significant data projects and programmes to help the council achieve its ambitions. * Make a significant contribution to the Council’s data strategy. * Champion data architecture across the Council. * Provide advice and guidance to the Council on data structures, including leading data projects and services. * Ensure delivery of a high-quality user experience for staff and residents using data, including high availability, usability, usefulness and excellent standards of service. * Act on behalf of and represent the Council at cross-government and cross-sector meetings about data. * Ensure our data is held securely and that we only collect and hold what is absolutely necessary to perform our services and that we only use it for the purposes it was originally collected for. | | | |
| **Accountable to**: AD DDAT | | | |
| **Immediately Responsible to**: Head of Insight & Data Analytics | | | |
| **Immediately Responsible for**: Data Engineer, Data Analyst x2 | | | |
| **Relationships: (Internal and External)**  **Internal**  Elected Members  Executive Team Members of Strategic Leadership Team Directors, Assistant Directors, and other Senior Managers  **External**  Senior Managers in other Local Authorities Suppliers of third-party applications software Consultants/ICT Specialists  Contractors Auditors Representatives of Outside Agencies  NHS GM, NHS England | | | |
| **Control of Resources**:  Development Budget, plus external funding for bespoke analytical projects Manage contractors or suppliers as required  Responsible for data engineers within establishment and on a ‘by project’ basis where required. | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |
| **Duties/Responsibilities:**   * Design and build a target data architecture (or series of architectures) for the Council. * Lead the development of the Council’s data management strategy, including working with external partners to lead data migration to the cloud. * Lead the purging, cleaning, and quality improvements of data across our service systems. * Partner with chief officers and members across the council to help them understand what is possible with data. Turn visions into project and programme plans which can be costed and delivered. * Lead the development of a data warehouse or similar, so that the council can combine, analyse, and share multiple data sources. * Investigate available data sources internally and externally, identifying opportunities to maximise the value that the Council achieves from these assets and define processes to acquire and validate this data to make it usable. * Apply appropriate analytical techniques to create information which supports business decision-making. This will include building insights for business-critical services. * Undertake data experiments, either through self-motivation or in partnership with others, to learn and to work towards business outcomes. Build business cases, work with senior leaders across the council to get buy-in to experiments; prove value early using agile methods. * Lead a range of data projects and programmes to build out the corporate data warehouse and associated projects. Build a strategy for each project; secure funding; plan and lead the delivery of each project. * Lead a range of data suppliers and partners to achieve Council goals, including daily oversight, setting strategic direction and leading on commercial relationships. * Use a range of languages, tools and software products to develop predictive models for service delivery. Take full responsibility for data innovation in the Council, working closely with data scientists to innovate and take the Council in a new direction in our ability to understand and predict demand. * Map data from source to target and establish current & future state based on business data requirements. Undertake significant data migration programmes as required. * Take an active part in the cross-government data community as well as data communities across multiple sectors, particularly where data architecture or privacy are concerned. Represent the Council at these forums as necessary.   **Corporate**   * Be an open, collaborative and positive corporate leader; take part in corporate initiatives and work constantly with others to make sure digital is woven into the fabric of how the council runs. * Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council’s Equal Opportunities and Customer Care policies. * Perform all duties in line with Council’s staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council. | | | |

**PERSON SPECIFICATION**

**Data Architect & Security Senior Officer**

|  |  |  |
| --- | --- | --- |
| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications |  |  |
| Educated to Degree level or equivalent in experience. | **E** |  |
| Knowledge of Data Management Strategies and Data Architecture principles. | **E** |  |
| Significant experience of leading multi-disciplinary teams. | **E** |  |
| Experience of making difficult decisions through the analysis of relevant information and risk assessment and has an ability to triage incidents and or service requests and know how best to direct them. | **E** |  |
| Experience building relationships across a diverse range of people that can demonstrate diversity and inclusion. | **E** |  |
| Knowledge of data visualisation tools. | **E** |  |
| In-depth knowledge of modern data practices, including the technologies used, platforms and services, and the interface with cloud technologies. | **E** |  |
| Understanding of the direction for future technologies within your domain. | **E** |  |
| Knowledge and Skills |  |  |
| Knowledge of corporate, industry and professional data standards. | **E** |  |
| A thorough understanding of the services offered by Bury and the individual digital challenges facing them. | **E** |  |
| A knowledge of the evolution of data practices, skills, frameworks, and strategy in the UK public sector, as well as the supplier market. | **E** |  |
| Proficiency in using query languages. | **E** |  |
| Able to architect and deploy Azure data Cloud solutions based on service requirements ensuring effectiveness, price efficiency and security. | **E** |  |
| Able to connect disparate data sets together from different systems to build useful analytics and mapping customer journeys. | **E** |  |
| Experience using modern data tools, technologies, and platforms | **E** |  |
| Significant experience of leading data projects and delivering data products or services. | **E** |  |
| Experience developing analytical reports using different tools e.g. Power BI, Google Analytics, Excel. | **E** |  |
| Significant experience in data Warehousing, ETL / Data Processing, Data Migration. | **E** |  |
| Experience of working in data in the public sector. | **E** |  |
| Able to coach within and outside your team. | **E** |  |
| Strong people management skills. | **E** |  |
| Other special requirements |  |  |
| n/a |  |  |