



## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	CHIEF EXECUTIVE
<b>Division:</b>	FINANCE & DIGITAL IMPROVEMENT
<b>Section:</b>	ICT DIGITAL SERVICES
<b>Sub Section:</b>	DIGITAL IMPROVEMENT OFFICE
<b>Post Title:</b>	DATA ANALYST GRADUATE OFFICER
<b>Vision Post Number:</b>	TBC
<b>Grade:</b>	GRADE 8
<b>Responsible to:</b>	TBC
<b>Posts Reporting to this Post:</b>	N/A
<b>Team:</b>	DIGITAL IMPROVEMENT OFFICE
<b>DBS Required Level:</b>	N/A
<b>Location:</b>	RHONDDA FACH LEISURE CENTRE
<b>Date of Description:</b>	FEBRUARY 2020

### **KEY OBJECTIVES**

To support and deliver the Council's Digital Transformation Strategy by driving the implementation digital service provisions throughout the organisation informed and enabled through the use of data analytics.

The role in particular will focus primarily on acquiring data from primary of secondary data sources, maintaining data lakes/warehouses, ensuring data quality, building and providing business intelligence (data) dashboards, interpreting data and analysing results using statistical techniques



## **SPECIFIC RESPONSIBILITY**

- 1. To assist in the implementation and management of digital service improvements across the Council, as stated in the Council's Digital Strategy.**
- 2. To provide and deliver innovative ways of using technology to improve Council services both internally and directly to benefit the customer that will help deliver the Council's Digital Agenda.**
- 3. Manipulate, analyse and interpret complex data sets relating to Council Services**
- 4. Create data dashboards, graphs, visualisations, and reports using business analytic tools (such as Microsoft Power BI)**
- 5. Mine and analyse large datasets, draw valid inferences and present them successfully using reporting tools**
- 6. Maintain data quality and integrity through master data management, and exploiting data warehousing tools.**
- 7. Connect databases from multiple sources to create a data warehouse and use querying languages to find and manage data.**
- 8. Support data validation and cleansing through appropriately technology and techniques.**
- 9. Help support the project management of ICT & Digital Improvement projects, and providing invest to save business case to support technical solutions.**
- 10. Have the ability to transform business challenges into digital improvement opportunities to provide more efficient and effective ways of working**
- 11. Where appropriate lead, support and delivery on digital change projects.**
- 12. Engage with our workforce to understand their current business processes and how we can help improve these through innovative digital solutions and data analytics.**
- 13. Support the service communication, information and e-learning resources that will help user adopt digital opportunities and use of data**



- 14. To research technical ICT 'best practise' and evidence new and innovative ways of working through the use of technology to help improve our current services and underlying infrastructure.**
- 15. To provide technical 'trouble-shooting' that will aid with the development and improvement in ICT enabling services.**
- 16. Create effective relationships with stakeholders across the organisation and technology partners to improve service provision where IT is the enabler.**
- 17. Ensure that all activities comply with current legislation and Council Policy.**
- 18. Any other duties and responsibilities appropriate to the post holders remit within the graduate scheme.**
- 19. To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.**

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To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE/ EDUCATION</b>	<p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p> <p>A degree at 2:2 level (minimum) in an appropriate IT qualification.</p> <p>Examples include: BSc (Hons) Data Science / Analytics BSc (Hons) Business Analytics BSc (Hons) Computer Science / Information Communication Technology</p>	<p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> <p>An understanding of project management methodology</p> <p>An understanding of ICT infrastructure and its implementation / support</p>
<b>EXPERIENCE</b>		<p>Experience of project based research.</p> <p>Experience of working in public sector</p> <p>Ability to translate IT or Digital improvement to business improvements.</p>
<b>COMPETENCIES</b>	<b>Administrators Competency Framework</b>	
<b>WORKING IN PARTNERSHIPS AND TEAMS</b>	<p><b>Building lasting, positive &amp; supportive relationships with a wide variety of people</b></p> <p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</p>	



<b>PROFESSIONAL EXPERTISE AND DEVELOPMENT</b>	<b>Analyses and evaluates information and data accurately</b>  Is positive about continuous professional development (CPD) and seeks opportunities to improve own knowledge
<b>ACHIEVING RESULTS</b>	Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets.  Is proactive and flexible to changing demands and knows when to compromise.
<b>CREATING AND RESPONDING TO CHANGE</b>	<b>Engage with new ideas and looks for ways to make them work</b>  Contributes ideas to better manage systems, processes or practices
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	Ability to travel throughout the County Borough to meet the requirements of the post.