

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10RT</b>	<b>Role Title</b>	<b>Data Engineer</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	<b>Data Analytics - Team Leader</b>
		<b>Directorate</b>	<b>Business Services</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>IT &amp; Digital</b>
		<b>Team</b>	<b>Digital Innovation Team</b>
		<b>Date Role Profile was created</b>	<b>Nov-17</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To curate and proactively provision datasets to analysts in the services using SSIS, FME and SQL Scripting.</p> <p>To undertake development, implementation and maintenance of traditional business Intelligence reporting through Business Objects and Reporting Services.</p> <p>To Develop Dashboards and Visualisations using Tableau and effectively support the platform.</p> <p>To provide advice and consultancy at a tactical level to service, management and performance staff.</p>
<b>Work Context</b>	<p>IT &amp; Digital is a service within the Orbis partnership, providing technology and business change support to Surrey County Council, East Sussex County Council and Brighton &amp; Hove Council.</p> <p>This role is within the Digital Innovation Team part of the Projects and Innovation group of the Orbis IT &amp; Digital service. The Digital Innovation Team provides IT &amp; Digital and the Orbis partnership with in-house capability in development and data services, creating IT solutions to deliver business transformation.</p> <p>The position is primarily office-based currently at County Hall Kingston, but may be required to travel to other sites to develop and maintain excellent working relations with the services across the Orbis partners.</p> <p>The Analytics Centre of Excellence is responsible for facilitating, promoting and delivering on the use of Analytics to achieve business objectives across Orbis and SCC.</p>
<b>Line management responsibility</b> if applicable	May have the technical lead for small development teams, including contractors.
<b>Budget responsibility</b> if applicable	To participate in specialist areas of projects of up to £3m. To ensure the accuracy of business applications which the authority relies on to support the management of its £1bn budget.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Implement countywide strategies and support the development of long term planning.</li> <li>• Lead projects and reviews within a technical area of work to support and enhance service delivery.</li> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> </ul> <p><b>Policy &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.</li> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> </ul> <p><b>People and partnerships</b></p> <ul style="list-style-type: none"> <li>• May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/ funding management in accordance with the council policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p><b>Duties for all</b> Values: To uphold the values and behaviours of the organisation. Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• May require previous management experience including staff supervision, development and organisational skills.</li> <li>• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> </ul>

<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Relevant qualifications or equivalent experience in Data Analytics and Business Intelligence.</p> <p>Significant experience in development of Business Intelligence and Data Analytics solutions gained through a full project lifecycle configuration in a complex organisation.</p> <p>Extensive experience of traditional reporting platforms such as Business Objects, Data Visualisation tools such as Tableau and ETL tools such as SSIS or FME as well as significant experience in SQL Coding and relational database design with SQL Server.</p> <p>Experience Provisioning data in an agile and proactive manner to ensure the data community have access to the data they need and quickly.</p> <p>Good Communication Skills, both verbal and visual and excellent customer service skills.</p> <p>Good knowledge of development methodology including process and requirements analysis &amp; design and testing methods.</p> <p>Experience of assimilating new technologies and ways of working.</p> <p>An innovative approach to problem solving.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p><b>Reference Number</b></p>	<p>BM-2017-323</p>