

Job Description

Job Title	Data Lead
Directorate	Strategy and Change
Service Area	ICT & Digital
Grade	10
Competency Level	2
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9974

Job Purpose

The Data Lead coordinates input from the business in order to agree requirements for data across the programme. They will be responsible for coordinating decision-making across the project for the aligning of data definitions, producing a data dictionary and confirming the ownership and source system of the data. They will be accountable for the completion of data cleanse, extraction and transformation activity to meet SI timelines. It requires a good understanding of the organisation.

Directly Responsible For:

4 X Data Analysts

Directly Responsible To:

Programme Manager

Main Areas of Responsibility:

- Document the Master Data Management strategy and process
- Document the strategy and approach to data migration, including the RACI between Implementation Partner and the Council. Confirm the process for data cleansing and 'fix at source', in line with the selected toolkit deployed by the Implementation partner
- Ownership of the data design, including defining a data dictionary and standardising (where possible) definitions of data across the business
- Work with the technical team to understand which data is used by which downstream systems and highlight any implications of changing data definitions
- Manage the transformation of any data identified as requiring transformation, either as part of a data migration requirement or an integration requirement
- Manage and report the extraction and/or data cleansing required in order to populate the data migration templates – ensuring this is undertaken to time and quality
- Co-ordinate the data validation activity, both prior to data migration and as part of validation testing
- **Adhering to Existing Data Strategy:** The Data Lead must ensure that all data-related activities adhere to and feed into the current Data strategy of the organisation

- **Fabric Integration:** wherever possible the Data Lead will integrate fabric into the data architecture, highlighting its benefits in terms of scalability, flexibility, and real-time data processing
- **Data Lakes Implementation:** The role includes implementing data lakes, encompassing data ingestion, storage, and retrieval, to support the organisation's data strategy
- Using data lakes for data migration, handling large datasets, reducing migration time, and minimising data loss

Supervision and Management Responsibility:

- Manages performance and behavioural issues effectively
- Post holder is expected to assist and give work instructions to colleagues on the team in relation to the projects that they are working on

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for a sustained period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in a technical or other appropriate discipline – or equivalent or other relevant ICT professional qualifications (A/I)
- Experience in common data transformation tooling E.G. Advanced Excel, Python etc (A/I)

Experience

Essential

- Experience in Cloud ERP (Enterprise, Resource, Planning) projects, ideally as a data lead in multiple (A/I)
- Expertise in ETL (Extract, Transform, Load) and use of tools to transform data
- Understanding of HR, Payroll, Finance & Procurement datasets (A/I)

Skills/Abilities

Essential

- Strong programmatic and workstream leadership skills (A/I)
- Excellent verbal and written communication (A/I)
- Able to simplify and succinctly play back complex ideas (A/I)
- Exceptional inter-personal skills and the ability to influence and impact at all levels (A/I)
- Strong programmatic and workstream leadership skills (A/I)
- Excellent communication, presentation, negotiation, and influencing skills (A/I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A/I)
- Familiarity with public sector policies, including safeguarding and equality frameworks (A/I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A/I)
- Ability to demonstrate Policy Responsibility Development for their field (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)