



JOB DESCRIPTION

POST TITLE:	Data Engineer (FTC 24 Months)
REPORTS TO:	Principal Data Engineer
RESPONSIBLE FOR:	No Direct Reports
GRADE & SALARY	Grade 6

OVERALL PURPOSE OF ROLE:

As post holder your purpose is to support the Principal Data Engineer to deliver the councils' data strategy and Strata Business Plan. You will work with all relevant stakeholders to understand their data requirements and Extract, Translate and Load the data from line of business systems into the relevant data warehouse or data lake using prescribed design principles. You will be required to follow data protection policies and data standards at all times and advise others on these policies as required. You will also be required to administer, manage and maintain the systems used to support data analysis. You will be required to produce reports and analyse data using the adopted data technologies.

CORE RESPONSIBILITIES

1. **Data Strategy:** Support Principal Data Engineer to implement the councils' Data Strategy and Strata Business Plan
2. **Extract, Translate and Load:** Extract, Translate and Load data from council Line of Business Systems into the relevant Data Warehouse or Data Lake. Ensure the data is structured according to Strata design principles and complies with data protection legislation at all time.
3. **Support and Advise:** Support and advise key stakeholders and data analysts within the councils on data best practices, report creation and data analysis
4. **Data Analysis:** Undertake report creation and data analysis as required.
5. **Manage the data systems life cycle:** Support and maintain the systems used to support data analysis. Be responsible for the lifecycle of the systems from implementation, configuration, support, upgrades and eventual decommission.
6. **Continual Professional Development.** Ensure your technical skills are current with the latest developments in IT and data best practices relevant to the post.
7. **Follow processes.** Ensure all Strata processes are adhered to including but not limited to, Change Control, CMDB management, Data protection, work allocation and health and Safety.
8. **Meeting attendance.** Attend and participate in meetings as required.
9. All other duties commensurate with the post and grade.



OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/Desirable (E/D)	Method of Assessment
Education/training	- Good education - Degree in Mathematics, Statistics or similar subject area. - Or a Degree in a technical subject such as Computer Science.	E D D	
Knowledge	- Knowledge of data modelling, data cleansing and data enrichment techniques - Knowledge of Data Protection Issues - Knowledge of statistical methodologies and data analysis techniques - Knowledge of best practice to communicate complex information in a clear concise way to a variety of stakeholders. - Technical knowledge in several of the areas identified: - SQL Server Integration Services (SSIS) - SQL Server Analytical Services (SSAS) - Reporting Packages such as: - Business Objects - Power BI - SQL Server Reporting Services (SSRS) - GIS packages - Scripting Languages for Data Analytics such as R or Python - Statistical Analytics Packages such as SPSS - Advanced Excel - Knowledge of a range of Relational Databases including SQL Server and Oracle. - Knowledge of APIs - Knowledge of Project Management techniques. - Knowledge of a programming language such as C#	E E E E E E E E E E D D D	
Skills and Abilities	- Excellent numerical and analytical skills - Excellent communication skills with the ability to communicate complex ideas to a	E E	



	range of stakeholders in a clear and understandable way. ▪ Ability to train and assist end users so that they can produce their own reports and dashboards. ▪ Excellent trouble shooting and fault-finding skills under pressure. ▪ Able to build productive and collaborative relationships with key customers and colleagues ▪ Able to analyse problems to root cause and develop improvement strategies and actions. ▪ Communicates honestly, openly and clearly ▪ Focuses on the system of work and pays attention to measures and deadlines ▪ Ability to produce clear and concise documentation	E E E E E E E	
Successful experience in	▪ Producing Data Models and Data Warehouses ▪ Producing Complex Reports for a range of stake holders ▪ Analysing complex data to produce Business Insight ▪ Analysing complex data to produce predictions on future events ▪ Liaising with Stakeholders at all levels in an organization ▪ Working to deadlines	E E E D E E	
Special requirements	▪ A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act).	E	



RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test