**Job Profile comprising Job Description and Person Specification**

|  |  |
| --- | --- |
| **Job Title:**  Data Policy & Projects Officer | **Grade**:  PO1 |
| **Section:**  Chief Executive’s Group | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Insight and Analytics Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:** RWCE8008 | **Last review date:**  April 2023 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The postholder will play a key role in advancement of data and analytics in Richmond and Wandsworth councils. Using their project management, change management and communication skills, the postholder will play a key role in write up and on-going monitoring of our data and analytics strategy and plans.

The postholder will further provide project management support to larger data science projects and lead on data policy development and communications. Technical experience in data and analytics is not required for this post. An understanding of the data and analytics landscape, particularly in local government, will be advantageous but is not required.

**Specific Duties and Responsibilities**

1. Provide project management support to larger data science projects being undertaken by Insight and Analytics Team from the start to the finish of the project cycle. Collaborate with respective project sponsor and stakeholders to develop effective project plans to include scope, goals, deliverables, required resources, risks, issues and milestone timing.
2. Ensure effective development and maintenance of project documentation including project plans and analytical plans. Ensure progress and outputs of projects are captured and shared with key stakeholders.
3. Monitor data projects to ensure they are delivered according to council policies, follow data security, governance, and privacy policies, delivered according to agreed specifications.
4. Play key role in development and on-going monitoring of Data Strategy. Examples of tasks include conducting research, running consultations, coordinating data maturity assessment, and write up in consultation with key stakeholders and line manager, and monitoring progress and implementation.
5. Lead in drafting, review and update of policies, guidance, and training materials to improve the use of data within the Councils. Support internal data communications, including writing regular articles for Staff News and Staff Intranet page, coordinating development of videos to improve staff data literacy, and maintaining Data & Analytics section on Staff Intranet.
6. Promote Councils’ use of data externally. Seek opportunities to present at local government forums to share examples of Councils’ work and approach to data and analytics. Utilise local networks to share work, discover best practice and learn from what others are doing.
7. Seeing the bigger picture - be alert to emerging issues, opportunities and trends which might impact, or benefit your own and team’s work and projects.
8. Make effective use of project management tools, skills and techniques to deliver outcomes, and proactively identifying risks, mitigating actions and escalating. Take responsibility for delivering expected outcomes on time and to standard. Effectively project manage multiple data projects, simultaneously.

.

1. Lead on reporting the progress of data strategy development to stakeholders, Directors Board, Lead Members. Committees etc.
2. Assist the Insight and Analytics Manager in developing tools and approaches to effectively manage projects.
3. Coordinate work of the analyst group by assisting the chair in setting the agenda, finding and inviting speakers, and sharing information with the group.
4. Support development of Councils’ data and analytics training offer and data literacy initiatives.
5. Establish and maintain effective working relationships with key partners in HR, ICT, Information Governance, and performance and analysis leads and other key internal and external stakeholders (e.g. LOTI, GLA etc.) to deliver workplan, facilitate collaborative working. .
6. Continually seek and act on feedback to evaluate and improve their own and team’s performance
7. Focus on continuous personal and professional development by learning and developing understanding of areas related to data and analytics e.g. GDPR, data security, data ethics, general understanding of data science and analytical approaches
8. Delivering at pace through planning ahead, regular monitoring, projects management, support and motivating the team and partners to deliver agreed goals and objectives.
9. Lead on delivery of specific elements in the data and analytics strategy and action planned as assigned.
10. Other tasks as assigned by the Insight and Analytics Manager to support the team achieve its vision and meet its objectives.
11. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

**Generic Duties and Responsibilities**

* To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Due to the nature of the work, there will be occasions when it is necessary to attend and present at meetings outside of the Department, in the evenings and to a public audience.
* Post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre).

**Current team structure**

**Person Specification**

|  |  |
| --- | --- |
| **Job Title:**  Data Policy & Projects Officer | **Grade**:  PO1 |
| **Section:**  Chief Executive’s Group | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Insight and Analytics Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:** | **Last review date:**  April 2023 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive and helpful.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| --- | --- |
| **Knowledge** | |
| In-depth knowledge of multiple project management methodologies, particularly agile, and associated techniques and tools | A/I |
| Understand the different phases of the project lifecycle and can contribute to, plan or lead these | A/I |
| Familiarity with change management process and barriers to success | A/I |
| A good understanding of local government roles and responsibilities (desirable) | A/I |
| Knowledge of data analysis process and types of data available to local councils (desirable) | A/I |
| **Experience** | |
| Experience of managing a varied workload and responding flexibly to  changing needs and priorities, often with limited supervision. | A/I |
| Experience in developing and delivering communications for various target audiences | A/I/T |
| Skills for nurturing key relationships and maintaining networks, and stakeholder management | A/I |
| Evidence of success in efficient and effective project management and delivery, particularly involving multiple teams, while building strong relationships with all partners | A/I |
| Evidence of successful policy development (desirable) | A/I |
| Experience of project management in a large, complex organisation and applying projects management approaches such as (Prince2 or AGILE) | A/I |
| Experience managing complex digital, data or IT projects in the public sector (desirable) | A/I |
| Experience developing and implementing initiatives to change organisation culture e.g., new digital or data tools, adoption of new ways of working etc. (desirable) | A/I |
| **Skills** | |
| Ability to communicate effectively and authoritatively both orally and in  writing to a variety of audiences. | A/I |
| Ability to exercise tact and diplomacy, and first rate interpersonal,  negotiation and influencing skills. | A/I |
| Ability to work at pace, juggle priorities, and assimilate new information  quickly, and ability to make sound decisions and judgements under pressure. | A/I |
| Ability to work both independently and as an effective team member, using  initiative and adapting to changing priorities and deadlines in a calm, well organised and methodical manner. | A/I |
| Excellent project management skills with an outcomes-focused approach | A/I/T |
| Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues | A/I |
| Good problem-solving skills in complex, changeable and sometimes ambiguous environments, and ability to respond to sudden unexpected demands. Able to think strategically and able to anticipate. | A/I |
| Able to think independently with demonstrated good judgement, problem-solving and analytical skills | I |
| Initiative and a willingness to find or develop new approaches based on the needs of the team, partners and wider organisation |  |
| IT skills   * MS Word * MS PowerPoint * MS Excel * MS Teams * MS Outlook * MS Project (desirable) | I/T |
| **Qualifications** | |
| Educated to degree level in a related subject area or equivalent through  work experience. | A |
| Further training or significant experience in project management and supporting change management processes. (Desirable) | A |