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

**Job Description**

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| **Job Title:** Data Scientist (Fixed Term – 12 months)  | **Grade**: PO1-PO4 Data Scientist  |
| **Section:** Insight and Analytics  | **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:** May 2020 |

**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**

This post is fixed term maternity cover. The post holders team will be responsible for supporting the provision of efficient and effective data analytics and insight, that informs the business of Richmond and Wandsworth councils and its key partners.

### Basic Duties and Responsibilities

1. Building credible statistical models from data and using the best coding practices to generate reproducible work.
2. Sourcing, accessing, manipulating and engineering data processes with data that typically have characteristics of variety and non-integration.
3. Exploring and visualising data to present the ‘story’ of data in a meaningful way to a range of technical and non-technical audiences.
4. Using an evolving range of data analysis tools and techniques, including open source, some of which must be learnt quickly, as and when required.
5. Drawing on other technical and analytical standards from across the SSA and industry.
6. Adhering to the SSA data security, access, and ethics policies.
7. Taking an interdisciplinary focus, using techniques and knowledge from across the scientific spectrum.
8. Continuously seeking to expand a range of technical skills in addition to their leadership and communications development.
9. Helping to grow data science skills in other teams, understanding the variety of functional roles relating to data science and how they can be most effectively applied to solve business problems.
10. Discover and understand the strengths and limitations of new data sources and incorporate them into analytical products.
11. Develop data processing, data management, report production, visualization and analytical solutions to support existing and emerging team needs.
12. Document, explain and justify the analytical approach undertaken to assist with cross coverage and assessment of analytical work.
13. Advise partners and colleagues on strengths and weaknesses of different datasets and statistics, and analytical approaches.
14. Scope out the details of analytical work with the client and help refine the question to be answered.
15. Develop and maintain good working relationships with internal and external stakeholders and work with them to understand their requirements. Provide advice and high-quality analytical products that inform service reviews, service improvement and changes, policy development and understanding of client and population need.
16. Take an equal share in the ad-hoc information requests received by the Team from elected Members, internal and external partners.
17. 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.
18. 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.

### Progression Criteria

**PO2**

* Familiar with local government structure and functions.
* Ability to lead areas of analysis and projects, with minimal levels of supervision.
* Anticipates pressure points and potential problems and takes appropriate action without having to be instructed on every occasion.
* Able to apply advance analytical skills and statistical concepts e.g. statistical testing, data distributions, predictive analysis, for complex tasks such as projects demand for services and understanding population needs.
* Proficient in creating effective data visualizations to communicate findings and track progress.
* Work independently with partners to complete work requests, obtain data and provide analytical guidance and advice.
* Able to manage analytical projects under tight and at times evolving deadlines.

**PO3**

* Understand council’s data holdings and their strengths limitations and uses
* Proficient in advance data querying and advance statistical analysis.
* Able to plan and lead analytical projects to completion.
* Able to provide credible and accurate advice on planning and implementation of data projects and data solutions to key stakeholders.
* Negotiate sensitive work requests (e.g. content, outputs, deadlines) with internal and external partners that have implications for team’s workload and reputation.
* Able to carry out the full range of duties with minimal supervision and demonstrating initiative.
* Able to manage and make decisions about data projects (data gathering, data management, analysis and presentation) with minimal supervision.

**PO4**

* Record of utilization of advance data science techniques
* Working with policy and operations to understand where data science can add value
* Supporting strategic and operational decision making in order to create impact
* Make decisions about analytical direction for projects with procurement and commissioning implication.
* Able to produce targeted products to communicate findings and data products to senior managers and members
* Able to deputise for the Team Manager and Lead Data Scientist as needed.
* Able to assess GDPR and ethnical considerations of proposed analytical approaches.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
2. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
3. 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
4. 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.
5. To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

**Current team structure**

**Person Specification**

|  |  |
| --- | --- |
| **Job Title:** Data Scientist  | **Grade**: PO1-PO4 Data Scientist  |
| **Section:** Insight and Analytics  | **Directorate:** Chief Executive’s Group |
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| **Post Number/s:** | **Last Review Date:** May 2021 |

**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:

* Think bigger
* Embrace difference
* Lead by example
* Connect better
* Put people first

| **Person Specification Requirements** | **Essential**  | **Desirable** | **Assessed by** **A &**  **I/ T/ C (see below )** |
| --- | --- | --- | --- |
| **Knowledge**  |
| Proficient in advance statistical concepts and processes (e.g. statistical testing, data distributions, regression, modelling, unsupervised learning - clustering or PCA, ROC curve analysis, significance testing, resampling methods) | X |  | A/I/T |
| Knowledge and understanding to determine best way to present data and findings (e.g. standalone tables, charts, infographics) | X |  | A/I/T |
| Knowledge of developments in data science and its applications to business problems and service delivery | X |  | A/I |
| **Experience**  |
| 1-2 years of experience working as a data scientist or similar analytical role  | X |  | A/I |
| Experience working with large complex datasets that do not lend themselves to simpler manipulation and analysis techniques.  | X |  | A/I  |
| Experience of applying data science techniques such as predictive analysis, machine learning, automation  | X |  | A/I |
| Experience scoping, developing and deploying visualisation using software such as PowerBI. | X |  | A/I/T |
| Experience working with stakeholders or clients to gather and negotiate project requirements  | X |  | A/I |
| Experience working with sensitive data, taking appropriate measure to protect confidentially that is in line with legislation and organizational policy  | X |  | A/I |
| **Skills**  |
| Good communications skills, both written and verbal | X |  | A/I/T |
| Able to engage with internal and external partners  | X |  | A/I |
| Conveying highly complex or sensitive material e.g., analytical methodology, best analytical approach, complex results  | X |  | A/I |
| Highly numerate with skills in the analysis and interpretation of data | X |  | A/I/T |
| Ability to organise and prioritise own workload, within defined requirements for the role | X |  | A/I |
| Ability to work independently and as a member of a team | X |  | A/I |
| Strong desire and ability to continuously learn new software, technologies and methodologies  | X |  | A/I |
| IT literary - Advance MS Excel skills, effectively use MS Word , PowerPoint, Outlook | X |  | A/I/T |
| Technical skills * Proficient is using R and/or Python to manipulate and transform data and perform advance analytical and data science tasks
* Proficient querying data e.g. SQL Script and SQL Server
* Skilled in data visualizations using Power BI (Power Pivot, DAX), GGPlot, Matplotlib, or DE.J3 etc.
 | X |  | A/I/T |
| **Qualifications**  |
| Educated to degree level in mathematics, statistics, engineering, computer science, physics, data sciences, a related subject area or equivalent through work experience | X |  | A/C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**