**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Data Intelligence Delivery Lead |
| Salary: | £61,605 - £64,925 |
| Grade: | 16 |
| Hours: | 37 hours (flexible & part time working considered) |
| Team: | Data, Intelligence, and Insight |
| Service Area: | Transformation, Digital and Customer Experience |
| Primary Location: | County Hall OX1 1ND/ Remote Working.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | TBC |
| Responsible to: | Head of Data |
| Responsible for: | TBC |
| Political Restricted Post: | This position is not politically restricted. |

## Job Purpose

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| Data, Intelligence, and Insight is at the core of Delivering the Future Together and is integral to our ambition of becoming an Employer, Partner and Place shaper of Choice.  The Data Intelligence Delivery Lead supports the Head of Data in establishing data and analytics activities as a programme of work across the organisation.  The Data Intelligence Delivery Lead will manage data and intelligence dependencies of varying complexity, coordinating multiple high-profile projects, and feed into larger organisational programmes and portfolios. Expertise required for the role includes managing data programmes, stakeholder and budget management , proactivity and people management, underpinned by competent written and verbal communication skills.  The role will involve working across directorates and subject areas, within time and other constraints. The Data Intelligence Delivery Lead will be the initial escalation point for consolidated data projects across the authority. This requires understanding, managing and communicating with complex stakeholder groups and balancing priorities. |

## Job Responsibilities

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| * Manage complex data programmes and projects in support of the Head of Dataat both organisational and service level across a range of directorates and subject areas. * Integrate data and analytics into service planning, decision making and delivery to support the objectives of the service and wider ambitions of the authority. * Collaborate and consult with directorates and service areas to help develop an understanding of objectives and resultant information needs. * Work across the organisation and partners, recognising opportunities for the reuse and alignment of data in different scenarios * Liaise with other teams across the council and align them to strategic goals to coordinate delivery. * Identify dependencies in data projects across services and co-ordinate delivery - including, but not limited to, the roll out of data visualisation across OCC. * Work with technical and business stakeholders to interpret their data needs and effectively manage stakeholder expectations * Consult on the development and maintenance of data solutions (warehousing, databases) to allow reuse of data and the ability for data professionals across the council to query reliable and validated data sets. * Identify and challenge organisational data processes of increasing complexity and those that are unnecessarily complicated * Matrix manage Data, Intelligence, and Insight colleagues of a diverse nature, bringing different skill sets to bear depending on the task. * Resolve problems, implement solutions and preventative measures, and manage resources to ensure that data services work effectively at an enterprise level * Manage the pipeline of data requirements from across OCC * Responsible for personal and professional development, where required, and retain awareness of data management approaches and tools to ensure best practice is maintained. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Experience leading complex data projects and programmes throughout their lifecycle. | A&I |
| Proven ability to manage constrained timelines. | A&I |
| Excellent interpersonal skills including verbal and written communication; ability to work at all levels of the organisation and to challenge constructively. | A&I |
| Comfortable and competent working with senior leaders and able to challenge direction appropriately where required. | A&I |
| Experience in leadership, managing and coaching others. | A&I |
| A natural role model who lives and inspires others to live our values and behaviours. | A&I |
| Strong advocate for equality, diversity and inclusion in the workplace. | A&I |
| Demonstrable evidence of creating compelling and imaginative cases for change which inspire their teams and colleagues | A&I |
| Good organisational and planning skills, able to approach problems laterally, and flag issues and opportunities where appropriate, keeping their people aligned to the vision. | A&I |
| **Desirable Criteria** | **Assessed By:** |
| Knowledge of the challenges and opportunities faced by local government. | A&I |
| Experience leading large scale and complex programmes. | A&I |
| Holds a relevant qualification in project and/or programme management. | A&I |
| Experience of working in a political environment | A&I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| ☐ | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | ☐ | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s Barred List | ☐ | Enhanced Disclosure and Barring Service check with Adults Barred List |
| ☑ | Standard Disclosure and Barring Service check | ☐ | Basic Disclosure |
| ☐ | Disqualification for Caring for Children (Education) | ☐ | Overseas Criminal Record Checks |
| ☐ | Prohibition from Teaching | ☐ | Professional Registration |
| ☐ | Non police personnel vetting | ☐ | Disqualification from Caring |

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| ☐ | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| ☐ | Provision of personal care on a regular basis | ☐ | Driving HGV or LGV for work |
| ☐ | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | ☐ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis | ☑ | Restricted postural change – prolonged sitting |
| ☐ | Lone working on a regular basis | ☐ | Restricted postural change – prolonged standing |
| ☐ | Night work | ☐ | Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ | Rotating shift work | ☐ | Manual cleaning/ domestic duties |
| ☐ | Working on/ or near a road | ☐ | Regular work outdoors |
| ☑ | Significant use of computers (display screen equipment) | ☐ | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | ☐ | Working with challenging behaviours |
| ☐ | Continual telephone use (call centres) | ☐ | Regular work with skin irritants/ allergens |
| ☐ | Work requiring hearing protection (exposure to noise above action levels) | ☐ | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| ☐ | Work requiring respirators or masks | ☐ | Work with vibrating tools/ machinery |
| ☐ | Work involving food handling | ☐ | Work with waste, refuse |
| ☐ | Potential exposure to blood or bodily fluids | ☐ | Face-to-face contact with members of the public |

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| ☐ | Other (please specify): |