

## **JOB DESCRIPTION**

<b>Job Title:</b>	Data Engineer
<b>Department:</b>	Finance and Investment
<b>Division:</b>	Performance and Business Improvement
<b>Business Unit:</b>	Data, Insight and Analytics
<b>Grade:</b>	PO3
<b>Responsible to:</b>	Data Architect
<b>Responsible for:</b>	None

### **Main purpose of post**

Lambeth Council are moving towards the cloud to help deliver better value from their data and create savings through data matching and process automation. The purpose of this role is to support the Data, Analytics and Insight team, wider organisation and partners to deliver and implement data projects and products in line with the council's developing data strategy.

The postholder will undertake a range of operational support duties and technical and professional activities under the direction of their line manager. This can include the management of a range of data assets including on premise and cloud data warehouses, data pipelines and services.

Delivers and implements the data architecture in line with the council's data strategy. Makes structural changes to the data architecture for the preparation of data for data analysis.

### **Key Unit Accountabilities**

#### **1. General and Supervisory**

- 1.1. Responsible for supervising and developing more junior members of staff in their day to day operational activity as required
- 1.2. Contribute to the design and implementation of effective operational and supervisory procedures
- 1.3. Implement agreed work plans, allocating tasks with clear direction, support and guidance to staff
- 1.4. Responsible for facilitating effective working relationships both within their own team and with wider stakeholders
- 1.5. Undertake work with limited management (except in areas of particular technical complexity or sensitivity) subject to review on completion
- 1.6. Pro-actively identify issues and work with the business to develop improvements to systems and supporting processes
- 1.7. Contribute to the implementation and maintenance of appropriate methodologies, tools and best practice with staff commensurate with their professional specialism and role responsibilities
- 1.8. Undertake work to establish service, project and component costs as directed and seek appropriate input

- 1.9. Contribute to improving the efficiency and effectiveness of operational delivery in their team area
- 1.10. Contribute to monitoring, compliance and audit procedures
- 1.11. Contribute to the establishment of service level agreements in their team area
- 1.12. To take personal responsibility for the good use of the Council's resources appropriate to the job level and their team area
- 1.13. Responsible for ensuring that Council policies, statutes and government legislation are upheld within their team area
- 1.14. To take responsibility for the development and implementation of their own personal development plan, and own continued professional development in those areas relevant to the role within Lambeth Council
- 1.15. Undertake other duties which might be reasonably requested from time to time

**2. Information as an Asset**

- 2.1. Responsible for understanding and complying with the Information Governance Framework and related procedures. To communicate risks and issues around information management to their manager or others as appropriate
- 2.2. Create information, which is accessible, of a high quality and meets business needs
- 2.3. Responsible for identifying, recording and escalating information security incidents in line with the Lambeth Information Security Policy

**3. Continuous Improvement**

- 3.1. Responsible for continuous improvement to practices in their team area

**PERSON SPECIFICATION  
Data Engineer PO3**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Qualification</b>			
	Q1	Evidence of continued professional development and/or working towards a relevant data engineering qualification.	A✓

<b>Key Knowledge</b>	K1	Good understanding of data flow modelling and database development standards.	A✓
	K2	Good understanding of industry standards for data management e.g. scalability, security, performance, data recovery, reliability and quality.	
	K3	Good understanding of data architecture principles and how these can be practically applied within a similar organisation.	A✓
	K4	Good understanding of tools and techniques used to monitor data quality within a complex organisation.	
	K5	Good understanding of industry best practice that can be employed to improve data quality	
	K6	Excellent understanding of data engineering tools and techniques.	A✓
	K7	Good understanding of the practices required to implement and maintain effective ICT solutions.	
	K8	Good understanding of delivering within agreed business processes to support ICT users.	
	K9	Good understanding of how changes to information systems and data architecture may impact on ICT users.	
	K10	Has appropriate specialist knowledge commensurate with the role.	
	K11	Some understanding of the business processes used to support customer service and service delivery.	
	K12	Practical understanding of the latest ICT innovations in their specialist area.	
	K13	An understanding of the activities of a local authority is desirable.	
<b>Relevant Experience</b>	E1	Proven experience within an ICT client services environment or as part of a data team	
	E2	Demonstrable success of working within an IT data environment working with databases and understanding data pipelines	A✓
<b>Core Behaviours</b>		<b>Focuses on People</b> Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.	

		<ul style="list-style-type: none"> <li>• Being approachable and positive for my area of work and other services</li> </ul>	
		<p><b>Takes Ownership</b></p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> <li>• Working with teams and service areas to achieve positive outcomes and develop personal capabilities</li> </ul>	
		<p><b>Works Collaboratively</b></p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> <li>• Networking with other teams to seek out mutually beneficial ways of working</li> </ul>	A✓
		<p><b>Communicates Effectively</b></p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> <li>• Targeting the message to the audience, ensuring that everyone can access</li> </ul>	
		<p><b>Focuses on Results</b></p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"> <li>• Thinking in relation to the 'Borough Plan', working well with colleagues to get good results</li> </ul>	