

Job Description

Data Engineer	
Team	Insights & Analytics
Directorate	Data & Digital
Pay Band	Band 7
Accountable to	Head of Data Engineering

Job Summary

- Develop, test & implement solutions built in the Azure Data Environment and BI reporting software ensuring that it meet the requirements of the end users and the Data Engineering teams development standards.
- Supporting with the development of technical BI skills across the wider Insight & Analytics department including, but not limited to SQL, Azure data factory and Azure stack modules and Power BI.
- Work with the analytical teams and business users to develop high quality data models for reporting and dashboarding purposes.
- Create and manage metadata repositories to support the development pipelines and processes.
- Manage assurance for data quality across the Azure platform. Work with regional partners and provide advice and guidance to help resolve data quality issues.

Key Working Relationships

- Create strong and sustainable business relationships with senior colleagues both internally and externally. Establish and use a network of peers to ensure consistent and accurate information and approaches are used. Share and promote the sharing of information and knowledge.
- Coordinate discussion within the team to solve a problem and utilise the knowledge and experience of team colleagues.
- Participate and present in meetings as directed by BI colleagues, providing information advice and support where requested.
- Seek out development opportunities for you to learn, both as an individual and as a team, sharing your knowledge with your peers whilst building people skills into all aspects of your daily routine.

Functional Responsibilities

Project Management

- Coordinate and ensure all aspects of work within the team (or project team) are well managed and delivered on time, helping to resolve day to day issues and provide immediate and detailed support to all levels within the team.
- Provide relevant and timely specialist advice and guidance on own portfolio of projects and analytical areas.
- Work with members of the team to investigate the causes of any variance from target/plan and proactively contribute to the implementation of solutions.

Financial and Physical Resources

- Demonstrate a detailed understanding of the financial side of commissioning in regard to system and contract planning.
- Awareness of budgeting and financial planning.
- Assist in developing business cases and negotiations with companies.
- Support and inform teams on the targeting of resources, monitoring, implementing, evaluating and delivery of plans by providing sophisticated, high-quality information and analysis.
- Evaluate projects/function within identified portfolio for delivery against financial recovery/savings plans through providing sophisticated, high quality project analysis.

Staff Management

- Supervises and leads analysts on a day-to-day basis and/or via project work.
- Provide specialist training, advice and support to both members of their direct team and wider department.
- Play an active part in team succession planning and growth via recruitment, Appraisals and objective setting, PDP's etc.
- Evaluate and feedback on performance in a challenging yet supportive way to ensure quality work is produced and training needs are supported.

Information Management

- Devise and implement improvements to current management information, analysing, reporting and suggesting procedures to enhance decision making processes.
- Ensure timely and accurate information analysis and reporting to management on agreed areas of work.
- Contribute to and lead aspects of the design, development, optimisation and maintenance of the Azure Data Environment ensuring that

developments are in line with the post holders interpretation of national guidance/industry standards.

- Working with regional partners to support the specification and design of inter-departmental or cross organisation data warehouses. Produce logical and outline physical designs for data warehouses with data structures that can be synchronised with data integrity maintained.
- Undertake continued data validation, maintenance and monitoring of the data warehouse including the monitoring of usage and compliance. Ensuring that any core system changes are communicated to you, and are implemented, as appropriate, within the data warehouse.
- Produce and deliver comprehensive training material to develop and maintain a high level of skills and abilities across the ICB and also in partnership with organisations within the ICS, ensuring that technical BI skills are shared and developed. Teach, tutor and, coach, formally or informally as required to ensure effective use of the BI systems.

Research and Development

- Liaise with, and work in partnership with, other colleagues, departments and organisations to maximise the sharing of knowledge, processes and skills and develop the ICB analytical capability. Build and maintain relationships with regional technical teams.
- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information.
- Support regional research & development initiatives.

Operational Responsibilities

Planning and Organisation

- Through the use of Agile, and other work management methodologies take ownership of your own and project workloads, keeping people informed of progress and manage expectations where necessary, ensuring that all departmental routine and ad-hoc reporting is produced to meet the agreed deadlines.
- Contribute to the strategic planning of team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the team development by setting high standards and building the teams core skills. Directly involved in personal and team wide development and sourcing new approaches and methods to further improve the overall abilities within the team.
- Seek out development opportunities and work with managers to establish benefits for team planning and development.

- Always promote the relevant professional values and demonstrate compassion for yourself and colleagues
- Contribute to short, medium and long term business plans, achieving quality outcomes.
- Frequent requirement for concentration where the work pattern is unpredictable and or interruptions may occur as well as the need for periods of prolonged concentration.

Policy and Service Development

- Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to, service or initiative management.
- Develop policies and procedures in own work function with an impact on the wider organisation, as required.

The Integrated Care Board is classified as a Category 1 responder under the Civil Contingencies Act 2004 and has statutory duties to fulfil. As part of this role staff will be required to undertake the role of a loggist (action recorder) during an incident. It is therefore a requirement that all admin and clerical staff undergo Loggist Training which will be provided by the organisation for which security clearance is required.

Mandatory Responsibilities

Appraisal

The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.

Mobility

Employees may be required to work at any of the other sites within the organisation subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of your contract.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Confidentiality

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient, client and staff records.

Data Protection Act

To comply with the requirements of the Data Protection Act.

Data Use and Quality

All staff employed by the organisation or an external agency, working in the NHS are bound by a legal duty of confidence to protect and input personal information accurately, securely, efficiently and effectively, in order to deliver the best possible care.

Safeguarding Responsibilities

The organisation takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:

- Attending mandatory training on Safeguarding children and adults.
- Making sure they are familiar with their and the organisation's requirements under relevant legislation.
- Adhering to all relevant national and local policies, procedures, practice guidance (e.g. LSCB Child Protection Procedures and Practice Guidance) and professional codes.
- Reporting any concerns to the appropriate authority.
- Smoking and Health.
- The organisation has a no smoking policy throughout its premises, including buildings and grounds.

Equality and Diversity

The organisation will adhere to, and is committed to, all legislation relating to equality and diversity. All staff must act in ways that are in accordance with legislation, policy, procedures and good practice relating to equality and diversity. This includes ensuring that they do not discriminate against others in relation to their race, disability, gender, age, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religious belief, and promoting equality of opportunity in relation to employment and service provision.

Information Management and Technology (IM&T)

All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.

Flexible Working

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

Smoking and Health

The organisation has a no smoking policy throughout its premises, including buildings and grounds.

Clinical Supervision

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development for a minimum of four sessions per year. Clinical Supervision will be monitored via an annual Performance and Development Review (PDR).

Risk Management

All ICB employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Sustainability and Carbon Reduction

- To work in a sustainable manner.
- To consider alternative working practices where possible to contribute to carbon reduction and show consideration to environment issues.

Reasonable Adjustments

The organisation is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Job Description Agreement

This job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job-holder will also be required to carry out any other duties that may be reasonably requested by their line manager. It is likely that the post will evolve over time and may be reviewed on an on-going basis in accordance with the changing needs of the Department and the Organisation. Job titles may also be subject to change on an on-going basis and in accordance with the introduction of any corporate naming conventions agreed during the establishment of the organisation.

	Signed	Print name	Date
Post Holder			
Line Manager			

Data Engineer Person Specification

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Educated to masters level in relevant subject or equivalent level qualification or significant experience of working at a similar level in specialist area.	√		C
	Certified in the use of BI tools inc. Microsoft Azure BI solutions (e.g. SQL server, Databricks, Synapse Analytics/Data Factory, SSIS)	√		C/T/I
	Experience with other programming languages such as Python and 'R'		√	A/I
	Experience of the successful, implementation, use and maintenance of data warehouse solutions to support an organisation	√		A/I
	Defining Meta Data standards for a data warehouse and develop plans to capture, monitor and access all metadata	√		I

Communication Skills	Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences.	√		A/T/I
	Engaging and comprehensive presentational skills for conveying complex concepts to a varied audience	√		I
	Skills for nurturing key relationships and maintaining networks.	√		I
	Proven ability to develop and deliver comprehensive training materials.	√		I
Analytical	Excellent analytical skills with a proven ability to analyse and interpret information, pre-empt and evaluate issues, and recommend appropriate course of action to address the issues using complex, conflicting data from multiple sources.	√		A
		√		I
	Ability to identify risks, anticipate issues and create strategies which resolve issues in relation to project or delivery.	√		I
	Ability to understand a broad range of complex information quickly and making decisions where opinions differ/no obvious solution	√		I
Management Skills	Proven ability to supervise, support and develop a high performing team. Managing workload, conflicting priorities, and quality	√		A/I

	Experienced in team and personal development approaches.	√		I
	Experience managing external stakeholders using a variety of methods.	√		I
Planning Skills	Evidence (using agile & other methods) of planning and delivering programmes and projects and services on time.	√		A/I
	Experience of setting up and implementing internal processes and procedures.	√		I
Autonomy	Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales.	√		A
	Independent thinker with demonstrates good judgement, problem-solving and analytical skills.	√		I
Equality and Diversity	The promotion of equality of opportunity and good working relations (providing practical leadership).	√		A
Physical Skills	Advanced keyboard skills	√		A
	Ability to travel to places of work not accessible by public transport	√		A
Other	Team working skills; Self-motivated; Embraces Change; demonstrates honesty & integrity; Ability to move between details and the bigger picture.	√		I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate

