Job Summary

Post Title	Senior Data Officer	**Pay Grade**	G6
Service Area	Southern Waste Team	**Line Manager**	Data Manager
Location	Amersham	**Job Family**	Organisational Support and Partnering OSP06O
DBS Check Required?	No		

Section 1: Job Purpose and Job Context

This role will ensure management and delivery of excellent and robust Waste data in the Southern Waste Team.

This role will ensure the Southern Waste Team has access to a comprehensive, reliable and informative network of data to manage and deliver on service and council priorities.

This role will support the gathering, collating and interpretation of various sets of waste data including tonnage, financial and service performance data relating to services offered by the Southern Waste Team.

Section 2: Main Responsibilities and Duties

- Deliver specialist work programmes, including securing and interpreting waste data which will meet established operational targets. Ensure service performance data, for example; missed bin performance, is frequently assessed in terms of weaknesses and diagnostics pointing to areas of improvement are achieved.
- Contribute proactively to the development, implementation, maintenance and management of data sets and supporting software, like PowerBi, within Southern Waste Team. This will lead to improved performance around data in terms of reduced processing time, improved interpretation and trend analysis for example.
- Proactively identify areas of potential concern. Provide advice and support on the full range of issues within the Southern Waste Team.
- Liaise with the contractor and other stakeholders including colleagues within other waste teams in the Council, using the assessed data to co-ordinate appropriate service delivery within the Southern Waste Team. This role will deliver data gathering and interrogation activities which relate to contractual KPI's ensuring that appropraite levels of service delivery are achieved. App.
- Work closely with stakeholders to clarify changing business requirements. Identify, recommend and support the development and delivery of improvements. Ensure gaps in data are filled where appropriate, or support a programme of data gathering to fill any gaps in data.
- Lead specialist projects or improvement programmes or contribute to larger projects as part of the Southern Waste Team. Projects are delivered to agreed specification, timescales and budgets.
- Develop good working relationships and communicate effectively with stakeholders. Represent the Southern Waste Team internally and externally maintaining or enhancing the Southern Waste Team's reputation.
- Contribute to service, project and / or business plans as required. Input is provided to wider service planning, improvement and development activities.

Section 3: Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day

- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Section 4: **Knowledge, Skills and Experience** **(taken from role profile)**	**Job Specific Examples**	**Essential**	**Desirable**
Excellent analytical and problem-solving skills	Able to identify problems / gaps in waste data which could be service performance, waste tonnage or similar. Proven ability to research options and plans to improve, interpret or use data in problem solving. Proven ability to analyze and interpret large sets of data.	✓	
Experience in database interrogation	Proven ability to interpret data, identify anomalies and similar. Proven ability to communicate and translate data interrogation into departmental reports or recommendations.	✓	
Good communication and presentation skills	to explain your work to people who don't understand the mechanics behind data analysis. Ability to respond to, and working with customers, contractors and other providers.	✓	
Proven drive and the resilience to try new ideas	Proven ability to 'look with fresh eyes' to provide advice on technical issues and provide recommendations. Proven ability to work independently.	✓	
Self-starting and motivation	Be able to work under minimal supervision to provide effective data sets. Proven ability to support others in their area of work including project	✓	

	delivery and contract management.		
Excellent planning, time management and organisational skills	Projects are supported and delivered to agreed specification, timescales and budgets. Proven track record to work to tight deadlines and be flexible in work approaches. Quality, performance and management information is provided accurately to the required timescales.	✓	
Excellent ICT skills including Microsoft applications and specialist systems	Proven experience of an IT user including word processing, spreadsheets, powerpoint, email and web based applications. Use of PowerBi is essential.	✓	
Great attention to detail	Proven ability to ensure data is robust and without errors. Risk to the council is minimised by accurate reporting of data.	✓	
Knowledge or understanding of waste services.			✓
Qualifications		**Essential**	**Desirable**
Educated to Degree Level or Equivalent		✓	
Relevant professional qualification - or working towards this.		✓	
Other Requirements		**Essential**	**Desirable**
Full Course Covid-19 Vaccination The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 ('the Regulations'). These regulations require registered persons of all CQC registered care homes (which provide accommodation together with nursing or personal care) to ensure that a person does not enter the indoor premises unless they have been vaccinated. This is subject to certain exemptions.			N/A
Politically Restricted Post The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor. There are broadly two categories of restricted posts: Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.		N/A	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.

Additional Information for Job Evaluation

The information provided hereafter is required for job evaluation purposes only, and does not form part of the job summary and should be removed prior to using the job summary for recruitment advertising or selection processes.

Job Family	Organisational Support and Partnering	**Grade**	G6
New Role	Yes	**Role Profile Ref**	OSP06O
Post number(s)		**If not a new role, what is the legacy council?**	
If a previous BCC post, please provide the original job evaluation number if possible.			

Communicating and Influencing

Which of the following components is likely to be required of the job holder (tick all that apply):

✓	**Component**	Activities	End Result
✓	Courtesy	Communicating skills less important than procedural skills. 'Getting along' with people effectively.	Customer/contact is well treated
✓	Tact		
✓	Provide information		
✓	Understand	Uses technical knowledge to cause action or acceptance. Group leaders/technical supervisors/technical negotiators	Action or acceptance
✓	Influence		
✓	Rational arguments		
	Develop	Skills critical in changing behaviour of others. Most managers/negotiators/mediators	Behavioural change
	Motivate		
	Inspire		

With whom does this role have regular work contact?

(e.g., internal/external customers, clients, senior managers, members, partnership organisations, external bodies)

Contractors, senior managers, members, partnership organisations,

Which key stakeholders does is role have to work with to be successful?

All the above.

Planning

What sort of deadlines does this role work to? (tick all that apply):	✓	**Job Specific Examples**
Short term (1-6 months)	✓	Monthly and Weekly waste data deadlines including tonnage data, service performance data etc.

Medium term (up to 12 months)	✓	Analysing annual trends within waste and support development projects around IT integration of data.
Long term (1 year plus)		

Forward planning requirements (tick all that apply):		**Job Specific Examples**
Up to 3 months	✓	Forward planning requirements in terms of aspiration for future data gathering.
1 year	✓	Using data forecasting to recommend service changes or improvements.
3-5 years	✓	Using data gathered to inform business planning activities

Problem Solving

Job holder will: (tick the closest fit, please do not select more than one option):	✓
Work with exact instructions, with minimal or no latitude to deviate from these	
Work with specific instructions and standards, with some predefined options to choose from	
Work with well defined, somewhat diversified procedures, with the requirement to prioritise and organise work	
Be told what to do with options on how, post holder will have choice over which procedures to use and in which order to use them	
Be told what to do, free to think about how, post holder will need to develop procedures and processes	✓
Be told what to do in very broad terms, post holder will need to develop plans, set priorities, and develop processes to achieve objectives	

Job holder will use the following thought processes: (tick all that apply):	✓	Overview
Recognise/recall	✓	'This is the answer'
Sort	✓	'Which is the answer?'
Search	✓	'Where is the answer'
Analyse	✓	'Is this the right question?'
Interpret	✓	
Evaluate	✓	

Decision Making and Accountability

Level of supervision will be (tick the closest fit, please do not select more than one option)**:**	✓
Closely controlled, on a continuing or hourly basis	

Controlled, less stringent, allows scope to follow standing instructions until told otherwise	
Standardized. Supervisor checks in both on a periodic basis and after the fact.	
Generally regulated. Review may be at the end of the day or week and is after the fact. Assignments specify both 'what' and by 'whom'	✓
Clearly directed. Achieves objectives within approved plans. Post holder determines 'how' and 'when'. Monthly/annual focus.	
Generally directed. Establishes end results and annual objectives for service/directorate. Takes action and commits resources.	

If this role manages a budget please state the size of the budget: 0

If this role monitors a budget please state the size of the budget: 0

How many direct reports does this job have in its reporting line? 0

Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to.

0

How many indirect reports does this job have in its reporting line?

0

If the role does not manage/monitor a budget or manage staff please indicate the nature of the role choosing the closest fit from the below options.

Description: (tick the closest fit, please do not select more than one option)	✓
Ancillary - Provides incidental support services, which may include simple tasks such as filing, cleaning for example	
Supportive - Provides support service usually of an informational/recording nature within a department, OR operates/maintains secondary or support equipment or machinery	
Operational - Provides a support service of a facilitating or interpretative nature across one or several departments OR operates/maintains major technical equipment OR coordinates practical/personal support services, typically through others to groups of clients	
Analytical – Provides a specialized service, usually of an analytical, diagnostic and advisory nature OR operates/maintains critical, highly complex equipment or systems that are core to the business	✓
Guiding – Leads an identifiable area of activity such as employee teams/projects within well defined parameters OR provides advice and guidance within an area of expertise at the framework/policy development level	
Effecting – Delivers results from operations comprising multiple related teams performing diverse activities OR ensures the delivery of strategic programs OR leads the provision of functional policies and frameworks that enable organisational performance	

What are the top three key decisions this role would be responsible for?

1. How to identify and manage gaps in data.

2. When to adjust minor deadlines in terms of data reporting

3. Contribute to priorities for data management within the Southern Waste Team

What decisions are referred to the line manager?

1. Overall priorities for data management and which areas to primarily focus on.

2. Action to take following identifying of a corporate risk presented from data

3. How to make process changes outside of the Southern Waste Data team.

Re-Evaluations
Where this is an existing post, please identify the changes to the post since it was last evaluated:

Any other information
Please use this area to provide any other relevant information that is not covered elsewhere.

Please add an organisational structure chart to the job evaluation request if this is available.

