

Job Description Principal Data Manager

Service:	Digital	Team:	Data Services
Location:	County Hall, Preston		
Salary range:	£57,439 - £62,638	Grade:	Grade 13
Reports to:	Head of Data	Staff responsible for:	3

Job Purpose

Reporting directly to the Head of Data, the Principal Data Manager is responsible for driving forward the Data Strategy and working with all departments to build data driven results across Lancashire County Council.

The Principal Data Manager will influence, shape and challenge across the council as a whole, ensuring a joined-up approach to data. Providing ownership and leadership to challenge LCC at a senior level to inform data architecture in-line with projects and programmes associated budgets and delivery.

The Principal Data Manager will be a highly experienced and accomplished individual in data management and have the ability to manage our biggest and most complex projects, programmes and enterprise applications. They will be able to operate effectively when the situations encountered are dynamic, evolving, or novel in complexity. They will typically be mentoring or leading Principal Engineer/ Designers in the Data Management Team to provide guidance to business SMEs.

- Ongoing delivery of the County Council's Data Strategy to create real value out of it's Data and Information assets.
- Work closely with and lead LCC Service Areas to guide and steer to make best use of their data and information assets both for the benefit of their service but also the County Council's data as a whole.
- Lead on the development of industry best practices around management and governance of the Council's Data and Information resources
- Lead the council to build assured datasets from single or multiple sources providing a robust basis for intelligence to allow enhanced decision making
- Design effective Data Architectures, policies and processes to manage and govern the Council's data and information assets.

This is underpinned by the Corporate vision; to enable Lancashire to be the best place to live, work, visit and prosper.

Accountabilities/Responsibilities

- Translate or map corporate and business strategy into data strategy.
- Drive the authority forwards to ensure colleagues understand and document underlying business processes, data and data flows
- Lead and facilitate in business terms to council stakeholders to recognise and provide improvement plans towards assured trusted centrally sourced data and information assets
- Recognise the opportunities of data requirements and flows into technical designs and architectures to ensure the council uses data in the best way

- Responsible for ensuring that data to be used within the authority matches agreed data architectures and data models
- Responsible for the leading data stream of projects with the Council and partners to support the sharing of data between multi-agency organisations.
- Build techniques that support the principles of the DAMA wheel to achieve improved data posture that can be implemented across the authority.
- Develop Enterprise Data roadmaps in line with the Corporate and Digital and strategies.
- Use significant level of judgement, to translate business practices and processes into the delivery of appropriate data solutions. This will include innovative and creative thinking, detailed analysis and evaluative skills, assessment or risks, initiating/scoping improvement projects and leading on the design and delivery of objectives.
- Undertake high level research, horizon scanning and analysis to identify future digital trends, and assess applicability to support business objectives.
- Ongoing publicity and communication of data both within the information community, and across all LCC Services and Partner organisations.
- Responsible for the development, implementation and communication of strategy, policy and operational business plans across the wider service area of responsibility, scanning the horizon for relevant changes that may impact the business.
- Maintain excellent high-level 'peer' contacts and build and maintain strong collaborative relationships with internal and external suppliers to understand business activities and business drivers, business requirements and solutions strategies.
- Leading large-scale change programmes through the evaluation of existing provision, recommendation of service improvement initiatives for decision by senior management and delivery of chosen models to meet improvement objectives.
- Effective leadership and management at a senior level of a diverse workforce to support excellence in service delivery. Leading, developing and promoting a culture of continuous professional development for all staff at each level.
- Deputise for the Head of Data as required.
- Other Ad hoc duties as required by the Head of Data.
- In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Due to the changing nature of the business, this job description serves as a framework to outline the main areas of responsibility. It is not intended to be either prescriptive or exhaustive and will inevitably change. You may be required to undertake other activities of a similar nature that fall within the remit of your area of work, as directed by service management, and this may entail working from other locations

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Lancashire County Council Person Specification – Principal Data Manager

Requirements:	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
Honours Degree level qualification or equivalent experience	E	A
Experience:		
Significant Data and Business Process experience for a large organisation	E	A, I
Implementation of key systems managing data requirements	E	A, I
Experience of developing data models based on multiple sources and separate processes	E	A, I
A demonstrative record of delivering high quality complex Data deliverables to enable key BI outputs	E	A, I
Significant experience of supporting and challenging stakeholders at a senior level across a wide range of data architecture to inform service planning, development, associated budgets and delivery	E	A, I
Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources	E	A, I
Experience of presenting approaches to a wide range of business and service areas	E	A, I
Knowledge and Skills:		
Ability to lead, develop and motivate services/teams in a challenging and changing environment	E	A, I
Ability to translate business practices and processes into data management that support the entire organisation	E	A, I
Ability to quickly build credibility with senior stakeholders	E	A, I
Ability to produce high quality documentation and presentations	E	A, I
Innovative	E	A, I
Detailed analysis skills	E	A, I
Ability to communicate at all levels	E	A, I
Other (including special requirements):		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I