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**Role description**

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| Post: | Senior Data Officer |
| Location: | Flexible |
| Pay Band: | B1 £34,555-£38,813 |
| Line Manages: | n/a |
| Reports To: | Senior Project Lead |

**Job purpose:**

The purpose of the role is to support the research, data and intelligence function of Social Care Wales in delivering and managing social care data projects and activity. In addition, the post will ensure Social Care Wales is aware of and adhering to best practice in relation to data governance when processing, sharing or publishing data as part of its data and evidence work.

**Main responsibilities:**

* Manage external requests for data and information, keeping records of all requests, our responses and relevant documentation enabling data sharing.
* Lead on the internal enagement of staff to to utilise their data in addition to existing sources effectively and enable them to produce meaningful reports, visualisations, infographics and dashboards.
* Provide support for the delivery and communication of our data projects, including the social care data portal and workforce data collection.
* Be part of working groups that support and enable external organisations to make appropriate use of data shared by Social Care Wales.
* Manage the process of becoming and maintaining compliance with the procedural requirements of an official statistics provider.

**Manage external requests for data and information, keeping records of all requests, our responses and relevant documentation enabling the sharing of data.**

* Establish a consistent methodology to allow high quality and secure data sharing between all teams in Social Care Wales and with external organisations.
* Ensure awareness of the methodology and how to decide whether data sharing is appropriate with key individuals from the wider organisation.
* Ensure that data is prepared and displayed appropriately in response to external data requests.
* Maintain a record of the requests received and produce quarterly reports of requests received, the response given and any emerging themes.
* Develop a high level of understanding of internal policies and good relations wth colleagues in relation to wider information governance to ensure compliance and contuinuity in approaches.
* Represent the team and all aspects of its work on internal groups, and in audit and compliance processes.
* Work closely with the Information Governance team to ensure data sharing, governance and protection aligns with corporate policy and processes.
* Support the development of an ‘open data’ protocol for the publication of data sets where it provides opportunities for a better understanding of social care.

**Lead on the internal enagement of staff to utilise their data in addition to existing sources effectively and enable them to produce meaningful reports.**

* Identify and utilise existing software (particularly Microsoft Power Platform) to maximise the impact of data presented by staff.
* Work with relevant officers to encourage quality checking and data cleansing
* Promote collaboration with the data team to assist in the best method of presenting data in presentations and reports.
* Develop relationships with key teams to identify their data sources, how they can be utilised and advise on any processes or gaps that can be improved upon.
* Seek opportunities to combine data sources to provide greater insight, forward projections, and causal relationships within data sets.
* Support exploration of the future use of AI in data analysis.

**Provide support for the delivery and communication of our data projects, including the Social Care Data Portal and workforce data collection.**

* Prepare data in suitable formats to be uploaded to the National Social Care Data Portal.
* Collaborate with developers to increase the automation of data upload/ systems integrations through the development of API links to trusted partner systems.
* Develop an understanding of the projects being undertaken by the team and provide feedback and testing of suggested platforms and approaches.
* Support the work of collating new data and identifying suitable data of value to the sector to be included in the National Social Care Data Portal.

**Provide support and be a part of working groups that enable external organisations to make appropriate use of data shared by** **Social Care Wales.**

* Develop a good level of understanding of the data available about social care and social services in Wales and any areas that could be improved upon.
* Utilise the knowledge developed on Social Care Wales data to actively contribute to external projects and working groups to enable a two way approach to improving the data and evidence available to the sector.
* Update the team on key developments and approaches to data collections, sharing or any new sources that may be emerging.
* Identify key health, demographic, social services and other data that may be used in predictive modelling for social care

**Manage the process of becoming and undertaking the procedural requirements of a producer of official statistics.**

* Attend the Welsh Government Official Statistics Provider group and create networks with those who have or are currently undertaking the process.
* Develop the documentation and obtain approval to commence the process of becoming a voluntary producer of official statistics.
* Work with the Office for National Statistics and Welsh Government colleagues to ensure compliance with the Code of Conduct for Statistics.
* Lead the organisation through the creation and documenting of procedures and processes to successfully undertake the required audit.
* Maintain compliance and best practice to ensure continued accreditation as an official statistics provider.

Undertake other duties that may reasonably be requested which are appropriate to the level of the post.

It is desirable that the post-holder is capable of carrying out all tasks and responsibilities equally competently in Welsh and English.

**erson specification**

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| Post: | Senior Data Officer |

We expect all our staff embrace and demonstrate behavior that is in line with our Organisational Values:

**Respect Everyone**

Seeing people as Individuals and treating everyone with dignity and respect

**Professional Approach**

Acting responsibly and appropriately, holding each other to account.

**Always Learning**

Improving ourselves and supporting others to be the best we can be

**Involve People**

Encourage and enable everyone to work together.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Relevant degree or equivalent experience | Further qualification relevant to data management |
| **Knowledge** | Knowledge of data analysis and best practice in relation to data governance. | Knowledge of relevant UK and EU data protection legislation for public bodies.  Ability to develop process automations using Power Platform  Knowledge of project management techniques including Agile |
| **Experience** | Experience of working with data, data collection and dissemination, including:   * Advising others on what data sources are available and how to utilise them. * Delivering information to staff, stakeholders and customers in effective and secure ways | Experience in the public sector within a regulatory body  Experience with data visualisation packages.  Experience of working simultaneously with multiple projects. |
| **Skills & Attributes** | Good leadership and communication skills, able to effectively communicate and influence people across different teams.  Ability to coach within and outside of your team.  Strong analytical ability and highly effective written and oral communication skills.  IT literate and numerate.  Ability to create and display data through software such as Power BI.  Ability to work on own initiative and have strong organisational skills to manage and prioritise a range of activities reliably and in a timely manner.  Experienced at providing wide ranging advice and guidance to senior management. | Ability to read, write and speak Welsh. |

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**Confidential**

**Application form**

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| Post applied for: |  |

For HR use only:

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| Candidate Reference Number |  |

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The information you provide in pages 1 to 4 of this application will only seen by our HR Team.

Only pages 5 onwards will be seen and used by the recruitment panel for shortlisting and interviewing.

**Personal details**

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| --- | --- |
| **Surname** |  |
| **First name (s)** |  |
| **Pre-fix**  Mr/Mrs/Ms/Miss etc |  |
|  |  |
| **Home address** |  |
| **Telephone number** |  |
| **e-mail address** |  |

**References**

Please give details of two people to whom we may apply for a reference. One of these must be your present or most recent employer if applicable.

References will not be sought until after interview.

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Job Title: | Job Title |
| Capacity: | Capacity: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| e-mail: | e-mail: |

**Relationships**

Have you any friends or relatives employed by the Social Care Wales? If so, please provide name(s) and relationships with those named.

*We us this information to make sure there are no conflicts of interest on our shortlist and interview panels.*

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**Legal status to work in the UK**

Do you have the legal right to work in the UK? (delete as appropriate)\* Yes/No\*

If ‘Yes’ but there are conditions attached, for example start or finish dates, please give details:

If ‘No’ please provide details of what type of permit you require

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**Please note:** If appointed, evidence of eligibility to work in the UK will need to be provided.

**Availability**

Are there any dates during the next two months when you cannot attend for interview?

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**Disability Confident**

We are a Disability Confident Committed employer. We will guarantee an interview to disabled people if they meet the minimum criteria for the post applied for.

I have a disability and would like to be given a guaranteed interview under scheme:

Yes No

**Assistance at interview**

Please provide details of any specific assistance, needs or equipment you may require to support you to attend an interview

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**Language choice**

Would you like to receive any elements of the interview process in Welsh?

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How did you hear about this position?

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**Education/qualifications**

Please give name and type of establishment and list qualifications gained.

Please note that you only need to list qualifications that link to the requirements outlined in the job description and person specification.

| **Establishment** | **Qualifications** |
| --- | --- |
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**Membership of professional bodies and professional qualifications**

Please give details of your membership of professional bodies and the level of qualification attained.

| **Professional Organisation** | **Level of membership attained** |
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**Employment**

If you are a school/college leaver please include details of holiday jobs where applicable.

**Present or last employer**

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| Name, address and nature of business: |
| Position held and responsibilities: |
| Dates (Month and Year) From: To: |
| Salary (now or on leaving): |
| Notice Period: |
| Reason for leaving: |

**Previous employers**

Starting with the most recent. Add more rows if necessary.

| **Name and nature of business** | **Position held and main responsibilities** | **Duration - months and years** |
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**Supporting statement**

Taking into account the essential criteria outlined in the job description, please write below a supporting statement outlining how you feel your skills, knowledge and experience make you a suitable candidate for this role. Please include examples where possible. (We recommend between 500 – 1,000 words).

*Please note that the box will expand as you write in it if you require more space.*

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**Welsh language skills**

Please tell us about your Welsh language skills by putting an **x** in the box next to the statement that best suits your level of ability.

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| **Reading** | x |
| No skills |  |
| Can read some basic words and phrases with understanding |  |
| Can read simple material on everyday topics with understanding |  |
| Can read some routine work-related material with support e.g. dictionary |  |
| Can read most work-related material |  |
| Full understanding of all work-related material |  |
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| **Listening** |  |
| No skills |  |
| Can understand parts of a basic conversation |  |
| Can understand basic conversations about everyday topics |  |
| Can understand routine work-related conversations |  |
| Can understand most work-related conversations |  |
| Can understand all work-related conversations |  |
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| **Writing** |  |
| No skills |  |
| Can write basic messages on everyday topics |  |
| Can write simple work-related correspondence |  |
| Can prepare routine work-related material with checking |  |
| Can prepare most written work in Welsh |  |
| Can prepare written material for all work related matters |  |
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| **Speaking** |  |
| No skills |  |
| Can hold a basic conversation in Welsh |  |
| Can converse in simple work related conversations |  |
| Can converse in some work related conversations |  |
| Can converse in most work related conversations |  |
| Fluent |  |
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**Declaration**

I confirm that the details of this application and the evidence of competency provided in support of it, are to the best of my knowledge true and accurate; and I consent to Social Care Wales processing, by means of a computer database or otherwise, any information I have provided for the purposes of employment with Social Care Wales.

You can read our [privacy notice in full here](https://socialcare.wales/generic-content/privacy-notice).

Signature**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your completed application form to [HRTeam@socialcare.wales](mailto:HRTeam@socialcare.wales)