

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Principal Data Manager	Leadership level:	
JRN:	20777	Job family:	
Band:	11	Location:	Agile
Allowances:	As per contract	Politically restricted:	No
Department:	Digital Policing	Vetting level:	MV
Reporting to:	Data & Integration Architect	Date Published:	September 2022
Posts responsible for:	Senior Data Analyst		

Part A – Job Description

Overall purpose of the role:

Provide input and insight into the ongoing delivery of strategic data management services. Deliver continual assessment of Force data sources and their ability to be consumed into the data hub to improve data integration and analytics. Ensure all data within the data hub is processed correctly across all tiers of maturity, from raw data to conformed models and each layer between (master data management, logic and transformation etc).

Line management to the data analysts providing technical leadership, mentoring and coaching, performance management and personal development.

Provide service to operational teams to ensure consistency in approach to routine monitoring and maintenance of operational data structures, driving best practice and identifying areas for improvement.

Support a continuous improvement approach across the team to ensure existing process are constantly being revised and improved on where appropriate.

Key responsibilities of the role:

1	Assist in the design, development and configuration of performant Data solutions, which could include Data Warehouses, Lakes, Vaults and staging databases, to meet the data needs of the Force.
2	Gain full understanding of the business requirements and support the effective design of affiliated data management options and solutions, assisting solutions architects and software engineers to establish suitable and reusable assets.
3	Provide technical leadership to the support and maintenance service for the Force's data structures and models, ensuring security standards are met and data environments are patched, monitored and maintained appropriately to operate within agreed SLAs.
4	Fully understand the security, data and technical constraints affiliated with Data management and apply these to the data solutions of the Force.
5	Effectively manage ETL processes including data transformation, sourcing, mapping, loading and translation.
6	Provide support at other architecture domains to ensure effective and sustainable use of data within projects and initiatives, alongside technical coaching and development of staff to create resilience and succession.

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7	Raise the standards of data quality and integrity through use of policy and procedure, standards, frameworks and tools whilst continually monitoring and reviewing the ethics of the data and information being managed. Working closely with the Data and Integration Architect, ensure that Data and Information governance and data handling ethics are adhered to in the delivery of the Force data management solutions.
8	Deliver Data Management solutions in line with service level agreements and defined Key Performance Indicators in order to provide a customer focused service which meets organisational needs.
9	Ensure that a culture continuous improvement is fostered within the team.
10	Provide internal consultancy, advice and strategic direction on the effective management of data solutions within Force in line with defined architectural constraints and identify opportunities for innovation through existing or future data capabilities.
11	Effectively manage and support in conjunction with the Data and Integration Architect all change/service requests to the relevant supported data solutions.
12	Lead on the delivery of assigned data and information projects, providing cost benefit analysis and other management control information to ensure that data and information provision meets the needs of the Force in a responsive and secure manner.
13	Ensure that appropriate data standards and agreed best practices are followed across the team for both pipeline and server configuration.
14	Ensure that the appropriate records of data structures and pipelines are populated and maintained for the relevant data solutions.
15	Participate in the system of implementation and recovery procedures including work outside standard office hours and take part in the call-out/stand-by rota, in order to satisfy the needs of system users
16	Perform data analysis, validation, cleansing and verification and ensure that the appropriate documentation and activities have been successfully concluded prior to a data infrastructure change transitioning into a live service.
17	Maintain knowledge and documentation against all Force data structures and their criticality supported by the appropriate resilience and protection. Maintain the Force's data catalogue and dictionary, inclusive of the global and departmental/segmented dimensions.

Part B – Scope of contacts

Internal / External relationships:

Internal: Data End Users, Enterprise Architecture Team, Business Engagement Team, Digital Policing Team Leaders, Force Transformation, Solutions Architect, Business Systems Analyst Team, Infrastructure Team, DBA Team, DP SMT.

External: Third party suppliers, Auditors, External Data End Users

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Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Educated to degree level (or equivalent relevant experience)</p> <p>Data Management and Warehousing experience</p> <p>Extensive experience in ETL process consisting of data</p>	<p>Knowledge of ITSM solutions</p> <p>Experience of Qlik Sense QDI and QDA</p> <p>Knowledge of ITIL4 lifecycle</p>	Application/interview/CPD

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	<p>transformation, sourcing, mapping, loading and translation</p> <p>Experience of database design and methodology (User, Tester and Analyst)</p> <p>Experience in Data Analysis, Data Validation, Data Cleansing and Data Verification</p> <p>Knowledge of data warehouse best practice standards</p> <p>Experience of relational data base technologies; e.g. SQL Server or Oracle</p> <p>Experience of relational and multi-dimensional data model design</p> <p>Knowledge of Data science, Big Data and Data warehouse/Business Intelligence Solution</p> <p>Experience of running SQL scripts.</p>	<p>Experience of Data science, Big Data and Data warehouse/Business Intelligence Solution</p> <p>Expertise in writing complex SQL Queries</p>	
Planning and organising	<p>Excellent ability to prioritise and plan to ensure that Data & Information work is delivered in a timely manner, advising and validating estimates and project plans with regard to data and information tasks.</p> <p>Strong estimating experience with an expectation that you will play a significant role in the</p>		Application/interview/CPD

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	<p>planning of the work that you and others will be delivering.</p> <p>Significant supplier management experience</p>		
Problem solving and initiative	<p>Ability to bridge the gap between technical and business language to create pragmatic, appropriate solutions.</p> <p>Logical approach to troubleshooting and use of appropriate tools, including effective scripting.</p> <p>Experience in leading investigations and resolution into technical issues with the ability to advise on best practice and appropriate tools.</p>		Application/interview/CPD
Management and teamwork	<p>A passion for developing others by identifying areas for improvements, and facilitating relevant training and CPD.</p> <p>Capability to offer consultancy, mentorship and advice in Data and Information Management approaches and strategies</p>		Application/interview/CPD
Communicating and influencing	<p>Effectively communicate with officers and staff across the organisation</p> <p>Communicate complex and challenging technical issues</p> <p>An ability to proactively build, develop and maintain relationships with internal and external stakeholders,</p>		Application/interview/CPD

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	using your excellent communication skills.		
Other skills and behaviours		Experience of working in a public sector or police force environment	Application/interview/CPD