

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Data Engineering and DBA Manager

Digital, Technology & Innovation – Chief Executive's Office

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West
Northamptonshire
Council

Purpose and impact:

Lead the data function for the council - including the transformation and modernisation of the council's data infrastructure from its current mainly on-premise environment taking advantage of all that cloud affords (Data Warehouse, Data Lake etc), designing, implementing, and maintaining database systems, as well as optimising data pipelines for the purpose of efficiently sharing data throughout WNC leading to actionable data insights, whilst ensuring data integrity, security and confidentiality is always maintained.

Accountable to:

This role is accountable to the Head of IT Operations, responsible initially for the direct line management of four senior technical staff (though this is expected to grow in the near future as we build our data capability) The role sits within Digital, Technology and Innovation, part of the Chief Executive's Office in West Northamptonshire Council.

Responsibilities:

1. Develop and implement procedures for effective data sharing within WNC, utilising optimised ETL (Extract, Transform, Load) processes to ensure timely and accurate data delivery, whilst always ensuring the integrity and reliability of data that has been extracted and continuously improving data management strategies.
2. Collaborate with cross-functional business teams to fully understand data and reporting requirements that result in actionable insights, design and implement appropriate data models on the most appropriate platform that fulfil requirements, ensuring data security and integrity is maintained at all times. Assist other teams – whether inside or outside of DTI, with troubleshooting data problems, using structured problem-solving techniques, that may arise from applications or integration of various components.
3. Build nascent data science and data engineering capabilities within the Council, supporting the development of a business case to expand these areas and hiring/upskilling as needed to create these functions. Provide technical support and guidance to other team members as needed.
4. Develop and implement data policies, procedures, best practices and any associated technical training material with the overall objective of improving and enhancing the overall data processing and data analysis experience to all customers.
5. Oversee and partake in the installation and upgrades of Microsoft SQL Server and Oracle enterprise scale database management systems ensuring that the installations are always fully maintained to the required release and update levels (including software patching) and always remain within supplier support. Ensure at all times that the WNC database estate, WNC data toolsets (Data Warehouse, Data Lake etc) and any associated data manipulation tools are always licensed and compliant with supplier contractual terms.
6. Effectively manage IT Operations' third-party suppliers to WNC – including partaking in the Procurement Process, such that the goods and services provided/delivered are always cost effective, particularly at the point of any contract renewal, fully met the contractual

terms/KPIs/SLAs agreed between parties and that ongoing costs are fully accounted for and reflected in departmental budgets.

7. Develop and regularly maintain operational and support documentation for all database systems, data pipelines, data manipulation, data processing and any associated processes.
8. Monitor the performance of all and troubleshoot issues to ensure optimal performance and reliability and where a performance deficiency is found, diagnose and resolve this in a timely manner.
9. Drive innovation, stay updated on industry trends and emerging technologies in respect of data engineering, data analytics, data processing, machine learning, artificial intelligence and database administration, making recommendations on how these enhancements can be applied within the WNC environment clearly spelling out the benefits that will accrue and any costs involved.
10. In collaboration with the infrastructure team, develop and maintain disaster recovery plans so that full recovery from IT failures or disasters is always possible. Regularly test the plan - at least annually, incorporating any learning into the plans whilst ensuring plans are always kept up to date, to safeguard their operational effectiveness.
11. Manage the allocated annual budget responsibly, liaising on a monthly basis with Finance in terms of reporting, and ensuring that any budget variation is reported and explained to the Head of IT Operations.
12. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Exceptional verbal, presentation, and written communications skills to convey information clearly to the different audience – particularly conveying technical information to a non-technical audience.	Essential	A, I
Ability to work effectively and accurately under pressure to tight deadlines during key periods.	Essential	A, I
A high degree of flexibility with the ability to organise and prioritise for a demanding workload, for themselves and the team, which may change frequently.	Essential	A, I
Critical thinker with excellent problem-solving and analytical skills.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, PowerBI, Power Platform etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Demonstrable knowledge of Microsoft (SQL Server including SSRS) and Oracle database administration (5+ years) - certification level preferred.	Essential	A, I, D
Strong proficiency in and experience with relational database management systems on-premise and cloud based such as MySQL, PostgreSQL, Amazon RDS, Amazon DynamoDB, Azure Cosmos DB etc	Essential	A, I
Proficiency in one or more programming languages such as Python, R or Scala and Windows/Unix scripting technologies.	Essential	A, I
Solid understanding of data lake and data warehousing concepts, both on-premise and in the cloud (AWS Redshift, Azure Fabric etc), and associated data manipulation methodologies.	Essential	A, I
Knowledge of containerization and orchestration technologies such as Kubernetes and Docker.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
The ideal candidate will have a strong background in data engineering, database administration, and a solid understanding of best practices in data management of large datasets in both on-premise and cloud (AWS and Azure etc) environments.	Essential	A, I
Deep and profound experience of data administration and management functions (collection, analysis, distribution and so on)	Essential	A, I
Extensive experience successfully managing a Database Administration team and providing pro-active support for projects and "business as usual" work.	Essential	A, I
Experience with big data technologies - such as Hadoop, Spark or Kafka, and data visualisation tools such as Tableau, Power BI, or Looker.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Appropriate project management qualification (e.g. Agile, PRINCE2 certification) or equivalent professional experience	Essential	A, I, D
Certification in database administration (e.g., Oracle Certified Professional, Microsoft Certified Database Administrator).	Desirable	A, I

Bachelor's degree in Computer Science, Information Technology, Statistics or related field; Master's degree preferred.	Desirable	A, I
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All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Professional Support Band 11	Worker type:	Part-flexible
Salary range:	£63,510 - £69,613 + 2.5% uplift	Budget responsibility:	c£250k+
People management responsibility:	Yes		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

