Disgrifiad Swydd

Teitl y Swydd	Swyddog Datrysiadau Digidol
Gwasanaeth	Cyswlt Cwsmeriaid, TGCh a Digidol
Graddfa	10
Pwynt/iau Cyflog	28-30
Cyflog	£37,938 to £39,513 pro rata
Pwrpas y Swydd	Cyfrifoldeb dros weithgareddau meistr-reoli data ar draws y sefydliad. Bydd y swydd hon yn gyfrifol am greu a chynnal a chadw setiau data, datblygu a chynnal a chadw seilwaith data, warysau, llynnoedd data ac ati. Creu a datblygu setiau data safonedig a chywir i gefnogi • setiau data daearyddol a chynrychiolaeth Ofodol/Systemau Gwybodaeth Ddaearyddol • Dilysiant/Ansawdd/Cywirdeb Data • Dogfennaeth • Integreiddio rhwng gwasanaethau • API/Galwadau gwasanaethau data • Cefnogi gwelliannau Prosesau Busnes • Setiau data i gefnogi Rheoli Perfformiad • Dadansoddi Data pellach gan y tîm perfformio Gweithio ar y cyd â gweithwyr data proffesiynol eraill y sefydliad i roi strategaethau data ar waith a chefnogi ein nod o fod yn sefydliad sy'n cael ei yrru gan ddata.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth Bydd y rôl yn gweithio yn bennaf o gartref gyda un neu ddau ddiwrnod yr wythnos yn swyddfeydd y cyngor fel y bo'n angenrheidiol. Bydd y rôl hefyd yn cynnwys cyfnodau o weithio o gartref.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Prosiect TGCh a Chymorth Cymwysiadau.
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Cyfrifoldeb dros yr adnoddau canlynol: • offer Cyfrifiadura Personol (e.e. Gliniadur, Cyfrifiadur Personol, Ffôn Symudol, Cyfrifiadur Llechen) ac unrhyw offer gwerthuso/profi • unrhyw symud offer neu stoc cyfrifiadura rhwng swyddfeydd yn ôl y gofyn Systemau Data:

	• cynnal cyfrinachedd, argaeledd a chywirdeb holl systemau'r Cyngor Defnyddio'r systemau data canlynol ar gyfer cofnodi a thrin data. • cynnal a chadw data ar systemau data sy'n eiddo i'r cyngor • Desg Gwasanaeth TGCh
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	

Cyfrifoldeb pennaf dros:
- reoli data i gefnogi Ceredigion fel sefydliad sy'n cael ei yrru gan ddata
- datblygu dogfennaeth a safonau data cyffredin
- lleihau dyblygu a chyflymu'r prosesau casglu data
- cynnal a chadw cywirdeb a dilysrwydd data
- anonymeiddio data neu ei roi dan ffugenw ar gyfer dadansoddi patrymau yn y tymor hirach neu allgludo i setiau data agored
- cadw data
- diogelu data sensitif pan fo angen
- paratoi data i dynnu gwybodaeth a dysg
- rheoli seilwaith data ac offer dadansoddi ac adrodd
- storio pob ffurf ar ddata yn gywir a rheoli ei gylch oes llawn
- trawsnewid a llwytho data i warysau a/neu lynnoedd data i ddadansoddi data mawr
- catalogio data
- cynnal cyfarwyddebau cenedlaethol ac arferion gorau mewn rheoli data

Strategaeth Data a Gwella Gwasanaeth - Gwaith ymchwiliol i bennu gofynion busnes a dynodi prosesau busnes effeithiol drwy welliannau mewn systemau gwybodaeth, rheoli gwybodaeth, arferion, gweithdrefnau, polisïau a newid sefydliadol.

Rheoli Datblygu Data - Dynodi a rheoli adnoddau angenrheidiol ar gyfer cynllunio, datblygu a chyflenwi gwybodaeth, data a gwasanaethau cofnodi penodedig. Dylanwadu ar dimau rheolwyr a phrosiectau drwy fentrau rheoli newid gan sicrhau bod y seilwaith yn cael ei reoli i ddarparu lefelau gwasanaeth cytunedig, a chywirdeb data.
Cynllunio a rheoli gweithredu prosesau a gweithdrefnau, offer a thechnegau ar gyfer monitro a rheoli perfformiad gwasanaethau a systemau awtomatig o ran eu cyfraniad i berfformiad busnes a buddion i'r busnes lle bo'r mesur o lwyddiant yn dibynnu ar gyflawni amcanion busnes/ariannol a thargedau perfformiad clir. Monitro perfformiad a chymryd camau unioni lle y bo'n briodol.

Rheoli Argaeledd - Cyfrannu at y broses rheoli argaeledd a'i gweithrediad, a pherfformio tasgau rheoli argaeledd penodedig. Dadansoddi argaeledd gwasanaeth a chydrannau, dibynadwyedd, cynaliadwyedd a defnyddioldeb. Sicrhau bod y gwasanaethau a'r cydrannau yn bodloni, ac yn parhau i fodloni'r holl dargedau perfformiad a'r lefelau gwasanaeth cytunedig. Rhoi trefniadau adfer ar ôl trychineb ar waith a dogfennu gweithdrefnau adfer. Cynnal gweithdrefnau profi ac adfer.

Rheoli Capasiti - Datblygu strategaethau i sicrhau bod y mesurau perfformiad yn bodloni anghenion y busnes ac unrhyw ofynion gwasanaeth neu gytundebau lefel gwasanaeth a all fod yn eu lle. Gwneud yn siŵr bod y polisi a'r safonau ar gyfer

rheoli capasiti yn addas i'r diben, yn gyfredol ac yn cael eu gweithredu'n gywir. Adolygu cynigion busnes newydd a rhoi cyngor arbenigol ar faterion gallu a galw.

Rheoli Newid - Datblygu cynlluniau gweithredu i ymdrin â cheisiadau safonol am newid, gwerthuso'r risgiau i gywirdeb seilwaith sy'n arferol yn y gweithrediadau arfaethedig, ceisio awdurdod ar gyfer y gweithgareddau hynny, adolygu effeithiolrwydd rhoi newid ar waith ac awgrymu gwelliannau i weithdrefnau sefydliadol sy'n llywodraethu rheoli newid. Arwain y gwaith asesu, dadansoddi, datblygu, dogfennu a gweithredu newidiadau ar sail ceisiadau am newid.

Rheoli Data - Drafftio a chynnal a chadw gweithdrefnau a dogfennaeth ar gyfer cronfeydd data. Rheoli ffurfweddiad cronfeydd data gan gynnwys gosod ac uwchraddio meddalwedd a chynnal a chadw dogfennaeth berthnasol. Cyfrannu at osod safonau ar gyfer gwrthrychau cronfeydd data a sicrhau cydymffurfiaeth â'r safonau hyn. Monitro gweithgarwch cronfeydd data a'r defnydd o adnoddau. Optimeiddio perfformiad cronfeydd data a chynllunio ar gyfer rhagweld anghenion o ran adnoddau.

Rheoli Problemau - Sicrhau bod y camau gweithredu priodol yn cael eu cymryd i ragweld, ymchwilio a datrys problemau mewn systemau a gwasnaethau. Gwneud yn siŵr bod problemau o'r fath yn cael eu cofnodi'n llawn ar y system(au) cofnodi perthnasol. Cydlynu gweithredu'r datrysiadau a'r mesurau ataliol cytunedig. Dadansoddi patrymau a thueddiadau.

Rheoli Prosiectau - Cyfrifoldeb dros ddiffinio, dogfennu a chwblhau'n llwyddiannus brosiectau gweithredu graddfa fawr a chanolig (sy'n para 3-12 mis yn nodweddiadol, gydag effaith busnes uniongyrchol, timau o 3-5 a dyddiadau cau pendant). Dynodi, asesu a rheoli risg er llwyddiant y prosiect. Gwneud yn siŵr bod cynlluniau prosiect ac ansawdd realistig yn cael eu paratoi a'u cynnal a'u cadw a rhoi adroddiadau rheolaidd a chywir i randdeiliaid fel y bo'n briodol. Gwneud yn siŵr bod adolygiadau ansawdd yn digwydd ar amser ac yn unol â'r gweithdrefnau. Rheoli'r weithdrefn rheoli newid a gwneud yn siŵr bod prosiectau'n cael eu cwblhau o fewn y gost, yr amserlen a'r gyllideb anoddau cytunedig, a'u bod yn cael eu hawdurdodi. Rhoi arweiniad effeithiol i'r tîm prosiect a chymryd y camau gweithredu priodol pan fo perfformiad y tîm yn gwyro oddi wrth yr hyn a gytunwyd.

Datblygu Meddalwedd - Dylunio, sgriptio, profi, cywiro a dogfennu cymwysiadau data mawr a/neu gymhleth o fanylebau a gyflenwir gan ddefnyddio safonau ac offer cytunedig i gael canlyniad a gynlluniwyd yn dda. Cymryd rhan mewn adolygiadau o'ch gwaith eich hun ac arwain adolygiadau ar waith cydweithwyr.

Rhyddhau ac Adleoli - Asesu a dadansoddi cydrannau rhyddhau. Rhoi mewnbwn i amserlennu. Cyflawni'r gwaith adeiladu a phrofi mewn cydweithrediad â phrofwyr ac arbenigwyr cydrannau gan gynnal a chadw a gweinyddu'r offer a'r dulliau – yn awtomatig neu â llaw - a sicrhau bod gwybodaeth yn cael ei chyfnewid â'r rheolwyr ffurfweddiad lle'n bosibl. Sicrhau bod prosesau a gweithdrefnau rhyddhau yn cael eu cynnal a'u cadw.

Rheoli Gywbodaeth - cynnal a chadw safonau a gweithdrefnau polisi i gydymffurfio â deddfwriaeth berthnasol. Deall goblygiadau gwybodaeth, yn fewnol ac allanol, a ellir ei gloddio o systemau busnes ac o fannau eraill. Gwneud penderfyniadau busnes ar sail y wybodaeth honno gan gynnwys yr angen i wneud newidiadau i'r systemau. Adolygu cynigion busnes newydd a rhoi cyngor arbenigol ar reoli gwybodaeth gan gynnwys rhoi cyngor a hyrwyddo cydweithio ac asesu a rheoli risg sy'n gysylltiedig â gwybodaeth. Creu a

chynnal a chadw rhestr o asedau gwybodaeth sy'n destun deddfwriaeth berthnasol. Paratoi ac adolygu'r hysbysiad cyfnodol o fanylion cofrestru a'u cyflwyno i'r awdurdodau rheoleiddio perthnasol. Sicrhau yr ymdrinnir â cheisiadau ffurfiol am fynediad at wybodaeth a chwynion yn unol â'r gweithdrefnau cymeradwy.

Dadansoddi Busnes - Cymryd cyfrifoldeb dros waith ymchwiliol i bennu gofynion busnes a dynodi prosesau busnes effeithiol drwy welliannau mewn systemau gwybodaeth, rheoli gwybodaeth, arferion, gweithdrefnau, polisïau a newid sefydliadol. Cymhwyso a monitro'r defnydd o'r offer dadansoddi a modelu gofynnol, dulliau a safonau, rhoi ystyriaeth arbennig i bersbectif busnes. Cynnal ymchwiliadau ar lefel uchel i astudiaethau strategaeth, manylebau gofynion busnes ac astudiaethau dichonolrwydd. Paratoi achosion busnes sy'n diffinio buddion posibl, opsiynau ar gyfer cyflawni'r buddion hyn drwy ddatblygu prosesau newydd neu rai a newidiwyd, a risgiau busnes cysylltiedig. Dynodi rhanddeiliaid a'u anghenion busnes.

Rheoli Data - Cymryd cyfrifoldeb dros hygyrchedd, dulliau adfer a diogelwch is-setiau gwybodaeth penodol. Cynnig cyngor ar drawsnewid gwybodaeth o un fformat/cyfrwng i'r llall, lle y bo'n briodol. Cynnal a chadw a rhoi gweithdrefnau trin gwybodaeth ar waith. Galluogi argaeledd, cywirdeb a modd o chwilio gwybodaeth drwy gymhwyso strwythurau data a mesurau diogelu ffurfiol. Trin data penodol gan wasanaethau gwybodaeth i fodloni anghenion gwybodaeth penodol neu leol.

Gweinyddu Cronfeydd Data - Drafftio a chynnal a chadw gweithdrefnau a dogfennaeth cronfeydd data. Rheoli ffurfweddiad cronfeydd data gan gynnwys gosod ac uwchraddio meddalwedd a chynnal a chadw dogfennaeth berthnasol. Cyfrannu at osod safonau ar gyfer gwrthrychau cronfeydd data a sicrhau cydymffurfiaeth â'r safonau hyn. Monitro gweithgarwch cronfeydd data a'r defnydd o adnoddau. Optimeiddio perfformiad cronfeydd data a chynllunio ar gyfer rhagweld anghenion o ran adnoddau.

Dylunio Storfeydd/Cronfeydd Data - Cynnal a chadw a chymhwyso'r wybodaeth arbenigol ddiweddaraf o gysyniadau cronfeydd data, technegau modelu gwrthrychau a data ac egwyddorion dylunio, a gwybodaeth fanwl o'r ystod lawn o saernïaeth, meddalwedd a chyfleusterau cronfeydd data sydd ar gael. Dadansoddi gofynion data i sefydlu, addasu neu gynnal a chadw model data. Cymryd gofynion arbenigol i ystyriaeth (e.e. geogodio ar gyfer systemau gwybodaeth ddaearyddol). Dehongli'r model i gynllun cronfa ddata briodol o fewn polisïau pendant. Dangos, gosod a chomisiynu cynnyrch dethol.

Dadansoddi Gwybodaeth - Asesu cywirdeb data o amryw ffynonellau (gan gynnwys, er enghraifft, o synwyryddion a systemau mesur). Cymhwyso amryw dechnegau cyflwyniadol a dadansoddol, mewn ymgynghoriad ag arbenigwyr, lle y bo'n briodol, a chyda sensitifrwydd o ran cyfyngiadau'r technegau.

Dyletswyddau Eraill - Nid yw'r dyletswyddau hyn yn rhestr hollgynhwysol a bydd cyfrifoldebau a dyletswyddau eraill yn gysylltiedig â'r gwaith ar lefel briodol i'r swydd ac mewn ymateb i newid/adolygiad sefydliadol ac i gynorthwyo hyblygrwydd.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Addysg hyd at lefel Gradd mewn Data/TGCh/gwyddoniaethau cysylltiedig neu brofiad cyfwerth amlwg - NVQ lefel 4 mewn Astudiaethau Busnes (neu brofiad cyfwerth amlwg) - Bodloni Gofynion Gweithiwr TG Proffesiynol Siartredig (CITP) h.y. yn gweithredu ar Lefel 5 Fframwaith Sgiliau yr Oes Wybodaeth (SFIA) - Cymhwyster PRINCE 2, DSDM, Agile neu brofiad cyfwerth amlwg. - Datblygiad Proffesiynol Parhaus diweddar.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 3** Darllen: **Lefel 2** Ysgrifennu: **Lefel 2**	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: **Lefel 5** Darllen: **Lefel 5** Ysgrifennu: **Lefel 5**	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.
Sgiliau Ymarferol / Personol	Rheoli Prosiectau Aml-ddisgyblaeth / Prosesau Busnes / Sgiliau Technegol TGCh. Yn cynnwys ymwybyddiaeth o: - Atebion busnes technegol TGCh - Dulliau sgriptio - Dylunio gwefan - Technolegau Cwmwl - Cysyniadau dylunio cronfa ddata a SQL - MS Office 365 / SharePoint a thechnolegau Cydweithio - Cysyniadau datblygu meddalwedd - Dylunio adroddiadau a thechnolegau - Gwasanaethau gwe - Dylunio UX ac UI - Profi - Rheoli newid - Profiad o feddalwedd mapio prosesau - Y gallu i weld y darlun cyfan wrth nodi rhyngddibyniaethau gyda sgiliau rhyngbersonol cryf a sgiliau negodi, tact a disgresiwn ynghyd â'r gallu i weithio gyda phob lefel yn ac y tu allan i'r sefydliad.	

	• Adeiladu perthnasoedd effeithiol a chefnogi cydlynu a chydweithio mwy rhwng adrannau'r Awdurdod a TGCh. • Cefnogi meddylfryd dewr sy'n canolbwyntio ar gleientiaid ym mhob ateb. • Sgiliau trefnu ac amseru rhagorol; yn gallu gweithio o fewn terfynau amser caeth. • Canolbwyntio ar ganlyniadau a hunangymhelliant gydag egni uchel a'r gallu i weithio o dan bwysau o derfynau amser caeth mewn amgylchedd deinamig. • Y gallu i Ymgysylltu, Cydweithredu, Arwain a Rheoli o dan eich cyfeiriad eich hun. • Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol. • Trwydded yrru ddilys bresennol ynghyd â'r defnydd o gerbyd ar bob adeg.
Profiad Hanfodol	• Lleiafswm o 5 mlynedd o brofiad o fewn rôl Dadansoddwr TGCh / Busnes, Rheolwr Prosiect neu ymgynghorydd cysylltiedig. • Dangos o leiaf 2 flynedd o waith o fewn prosiectau ail-beiriannu prosesau busnes. • Lleiafswm o 2 flynedd o brofiad o ddadansoddi ac ail-ddylunio prosesau busnes o fewn amgylchedd corfforaethol aml-adrannol. • Profiad y gellir ei ddangos o weithio mewn rolau sy'n cysylltu datblygiad meddalwedd a gofynion busnes. • Hanes llwyddiannus o gyflwyno gwelliannau effeithlonrwydd, cynhyrchiant a rheoli risg trwy raglenni newid.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Cyrsiau cynefino a hyfforddiant gorfodol Gweithwyr Ceredigion • Hyfforddiant/addysg arall a ddarperir yn ôl y gofyn.

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Profiad o Ddata Agored • Profiad o Systemau Gwybodaeth Ddaearyddol • Profiad o Feistr-reoli Data • Gwybodaeth am gytundebau Rhannu Data/Cytundeb Rhannu Gwybodaeth Bersonol Cymru (WASPI)

Job Description

Post Name	ICT Senior Data Engineer
Service	Customer Contact, ICT & Digital
Grade	10
Spinal Point/s	28-30
Salary	£37,938 to £39,513
Job Purpose	Responsibility for master data management activities across the organisation. This role will be responsible for creating and maintaining data sets, developing and maintaining data infrastructure, warehouses, data lakes etc. Creating and developing standardised and accurate data sets to support • Graphical data sets and GIS / Spatial representation • Data Validation/Quality/Integrity • Documentation • Integration between services • API / data service calls • Supporting Business Process improvement • data sets to support Performance Management • Further Data Analysis by the performance team Working collaboratively with other data professionals in the organisation to implement data strategies and support our aim to be a data driven organisation.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth The role will be mainly working from home with one or two days per week at council offices as required. The role will also include periods of working from home.
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	ICT Project and Application Support Manager.
Supervisory/Managerial Responsibilities	None
Accountability	Responsibility for the following resources:

	- personal Computing Equipment (e.g. Laptops, PC, Mobile Phone, Tablet) and any test / evaluation equipment - any movement of equipment or computing stock between offices as required Data systems: - maintain Confidentiality Availability and Integrity of all Council Systems. Use of the following data systems for data entry and manipulation: - Data maintenance in any council owned data system - ICT Service Desk
Contractual Terms Associated with the Post	

Duties and Responsibilities

Key responsibility for:

- managing data to support Ceredigion as a data driven organisation
- developing documentation and Common data standards
- reducing duplication and streamlining data collection processes
- maintaining data integrity and validity
- anonymisation or pseudonymisation of data for longer term analysis of patterns or for export to open data sets
- retention of data
- securing sensitive data where needed
- preparing data to draw information and learning
- managing data infrastructure, analysis and reporting tools
- correctly storing all forms of data and managing its full life cycle
- transforming and loading data into data lakes and or warehouses for big data analysis
- cataloguing data
- supporting national directives and best practices in data management

Data Strategy and Service Improvement - Investigative work to determine business requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, policies and organisation change.

Data Development Management - Identifies and manages resources needed for the planning, development and delivery of specified information, data and reporting services. Influences managers and project teams through change management initiatives, ensuring that the infrastructure is managed to provide agreed levels of service and data integrity.

Plans and manages implementation of processes and procedures, tools and techniques for monitoring and managing the performance of automated systems and services, in respect of their contribution to business performance and benefits to the business, where the measure of success depends on achieving clearly stated business/financial goals and performance targets. Monitors performance and takes corrective action where necessary.

Availability Management - Contributes to the availability management process and its operation and performs defined availability management tasks. Analyses service and component availability, reliability, maintainability and serviceability. Ensures that services and components meet and continue to meet all their agreed performance targets and service levels. Implements arrangements for disaster recovery and documents recovery procedures. Conducts testing of recovery procedures.

Capacity Management - Develops strategies to ensure all the performance measures of services meet the needs of the business and of any service requirements or service level agreements which may be in place. Ensures that the policy and standards for capacity management are fit for purpose, current and are correctly implemented. Reviews new business proposals and provides specialist advice on capacity and demand issues.

Change Management - Develops implementation plans for dealing with standard requests for change, evaluates risks to integrity of infrastructure inherent in proposed implementations, seeks authority for those activities, reviews the effectiveness of change implementation, and suggests improvement to organisational procedures governing change management. Leads the assessment, analysis, development, documentation and implementation of changes based on requests for change.

Database Management - Drafts and maintains procedures and documentation for databases. Manages database configuration including installing and upgrading software and maintaining relevant documentation. Contributes to the setting of standards for database objects and ensures conformance to these standards. Monitors database activity and resource usage. Optimises database performance and plans for forecast resource needs.

Problem Management - Ensures that appropriate action is taken to anticipate, investigate and resolve problems in systems and services. Ensures that such problems are fully documented within the relevant reporting system(s). Coordinates the implementation of agreed remedies and preventative measures. Analyses patterns and trends.

Project Management - responsibility for the definition, documentation and satisfactory completion of medium-scale projects (typically lasting 6-12 months, with direct business impact, teams of 3-5 and firm deadlines). Identifies, assesses and manages risks to the success of the project. Ensures that realistic project and quality plans are prepared, maintained, and provides regular and accurate reports to stakeholders as appropriate. Ensures Quality reviews occur on schedule and according to procedure. Manages the change control procedure and ensures that project deliverables are completed within planned cost, timescale and resource budgets, and are signed off. Provides effective leadership to the project team, and takes appropriate action where team performance deviates from agreed tolerances.

Software Development - Designs, scripts, tests, corrects and documents large and/or complex data applications from supplied specifications using agreed standards and tools, to achieve a well-engineered result. Takes part in reviews of own work and leads reviews of colleagues' work.

Release and Deployment - Assesses and analyses release components. Provides input to scheduling. Carries out the builds and tests in coordination with testers and component specialists maintaining and administering the tools and methods – manual or automatic - and ensuring, where possible, information exchange with configuration management. Ensures release processes and procedures are maintained.

Information Management - maintains policy standards and procedures for compliance with relevant legislation. Understand the implications of information, both internal and external, that can be mined from business systems and elsewhere. Make business decisions based on that information, including the need to make changes to the systems. Reviews new business proposals and provides specialist advice on information management, including advice on and promotion of collaborative working and assessment and management of information-related risk. Creates and maintains an inventory of information assets, which are subject to relevant legislation. Prepares and reviews the periodic notification of registration details and submits it to the relevant regulatory authorities. Ensures that formal information access requests and complaints are dealt with according to approved procedures.

Business Analysis - Takes responsibility for investigative work to determine business requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change. Applies and monitors the use of required modelling and analysis tools, methods and standards, giving special consideration to business perspectives. Conducts investigations at a high level for strategy studies, business requirements specifications and feasibility studies. Prepares business cases which define potential benefits, options for achieving these benefits through development of new or changed processes, and associated business risks. Identifies stakeholders and their business needs.

Data Management - Takes responsibility for the accessibility, retrievability and security of specific subsets of information. Provides advice on the transformation of information from one format/medium to another, where appropriate. Maintains and implements information handling procedures. Enables the availability, integrity and searchability of information through the application of formal data structures and protection measures. Manipulates specific data from information services, to satisfy local or specific information needs.

Database Administrator - Drafts and maintains procedures and documentation for databases. Manages database configuration including installing and upgrading software and maintaining relevant documentation. Contributes to the setting of standards for database objects and ensures conformance to these standards. Monitors database activity and resource usage. Optimises database performance and plans for forecast resource needs.

Database/repository design - Maintains and applies up to date, specialist knowledge of database concepts, object and data modelling techniques and design principles, and a detailed knowledge of the full range of database architectures, software and facilities available. Analyses data requirements, to establish, modify or maintain a data model. Takes account of specialist requirements (e.g. geocoding, for geographic information systems). Interprets the model into an appropriate database schema within set policies. Demonstrates, installs and commissions selected products.

Information analysis – Assesses the integrity of data from various sources (including, for example, from sensors and measurement systems). Applies a variety of analytical and presentational techniques, in consultation with experts if appropriate, and with sensitivity to the limitations of the techniques.

Other Duties - The duties outlined are not meant to be an exhaustive list and will comprise any other duties and responsibilities at a level appropriate to the post and in response to organisational change / review and to assist flexibility.

| Job Evaluation Post Ref | JD1520 |

Person Specification

Essential			
Academic / Professional / Technical / Vocational Qualifications	Educated to Degree level in Data / ICT / related sciences or equivalent demonstrable experience NVQ level 4 in Business studies (or equivalent demonstrable experience) Meet the Requirements for CITP (Chartered IT Professional), i.e. Operating at SFIA Level 5. PRINCE 2 Qualification/ DSDM /Agile or equivalent demonstrable experience. Up to date Continuous Professional Development (CPD).		
Welsh Linguistic Skills	Listening/Speaking: Reading: Writing	**Level 3** **Level 2** **Level 2**	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Reading: Writing	**Level 5** **Level 5** **Level 5**	The English linguistic skills noted are required on appointment
Practical and personal skills	• **Communication skills (data)**. You can communicate effectively across organisational, technical and political boundaries, understanding the context. You know how to make complex and technical information and language simple and accessible for non-technical audiences. You can advocate on behalf of a team and communicate what it does, to create trust and authenticity. You know how to respond to challenge. • **Data analysis and synthesis**. You can translate data into valuable insights that inform decisions. You know how to involve teams in analytics and synthesis to increase consensus and challenge assumptions. You can identify and use the most appropriate analytical techniques. You understand analytical tools; you are numerate. You are aware of and keep up to date with advances in digital analytics tools and data manipulation products. You can collect, collate, cleanse, synthesise and interpret data to derive meaningful and actionable insights.		

	- **Data development process**. You can integrate and separate data feeds to map, produce, transform and test new data products.
	- **Data innovation**. You recognise and can exploit business opportunities to ensure efficient and effective performance of organisations. You can explore new ways of conducting business and organisational processes.
	- **Data integration design**. You can develop fit-for-purpose, resilient, scalable and future-proof data services to meet user needs. You have a demonstrable understanding of how to expose data from systems (for example, through APIs), link data from multiple systems and deliver streaming services.
	- **Data modelling**. You will produce data models and understand where to use different types of data models. You understand different tools and can compare different data models. You can reverse-engineer a data model from a live system. You understand industry-recognised data modelling patterns and standards.
	- **Metadata management**. You understand a variety of metadata management tools. You can design and maintain the appropriate metadata repositories to enable the organisation to understand their data assets.
	- **Problem resolution (data)**. You know how to log, analyse and manage problems to identify and implement the appropriate solution. You can ensure that the problem is fixed.
	- **Programming and build (data engineering).** You can design, write and iterate code from prototype to production ready. You understand security, accessibility and version control. You can use a range of coding tools and languages.
	- **Technical understanding (data engineering).** You know about the specific technologies that underpin your ability to deliver the responsibilities and tasks of the role. You can apply the required breadth and depth of technical knowledge. Particularly Microsoft Data Analytics stack from SQL Server through to Azure Business Intelligence platform
	- **Testing.** You can plan, design, manage, execute and report tests, using appropriate tools and techniques, and work within regulations. You know how to ensure that risks associated with deployment are adequately understood and documented.
	- **Master data Management**. Appreciation of master data management and how this supports quality data.

	• **Legislation**. Significant knowledge of legislation in respect of Information (FOI, GDPR, RIPA etc.)
Required Experience	• Minimum of 3 years' experience within a Data Management Role. • Minimum 3 years' experience supporting the systems / infrastructure where large data sets, analysis and data management are undertaken. • Strong SQL / Python or similar programming skills • Understanding of identifying areas to increase efficiency and automation of processes • Experience of setting up and maintaining automated data processes • Experience of identifying, evaluating and implementing external services and tools to support data validation and cleansing
Training/education required to be undertaken for the post/worked towards	• Ceredigion Employee mandatory training and induction courses. • Other training/education provided as required.

Desirable	
Qualifications / Training	
Practical / Personal Skills	• Experience of Open Data • Experience of GIS • Experience of Master Data Management • Knowledge of Data Sharing agreements / WASPI