Job Description

Coventry City Council

Post:	Systems Integration & Data Analyst	Job Number:	P1506D
Service:	ICT and Digital	Post Number:	
Location:	Friargate One	Grade:	5

Our values:
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Plan, design, create and maintain corporate line of business application-to-application interfaces and integrations that support effective and efficient delivery of information systems and business services.

Plan, design, create and maintain a corporate set of systems, technologies, and processes that support line of business application intelligence reporting technologies, tools and data warehousing services.

Provide advice and guidance on existing line of business reporting solutions and their migration to emerging corporate reporting and business intelligence solutions as appropriate.

Provide advice and guidance on existing line of business integration solutions and their migration to emerging corporate integration solutions as appropriate.

Continuous improvement in the use of corporate information integration and reporting services to deliver enhanced information analysis services to support improved business decision making across the Council.

Role includes managing the quality assurance and report authoring processes to ensure consistency and accuracy of outcomes.

Investigate, evaluate, interpret and classify business information and data, in order to define and clarify information structures that facilitate the development and delivery of application integration and line of business intelligence services.

Main Duties and Responsibilities:

1. Develop processes to support corporate reporting development and support activities, such as information gathering, user task analysis, creating draft reports, and review, test, publish and maintenance.
2. Work with users, application change and application management units to agree Integration and Reporting solutions.
3. Advise database designers and other application development team members on the details of data structures and associated components.

4. Assist with the design of the integration build and produces a build definition for generation of corporate integration processes, procedures, scripts or workflows.
5. Manage corporate data integration requirements, and applies data analysis, data modelling and quality assurance techniques, to establish, modify or maintain data integrations
6. Accept software modules from software developers and 3rdparties, and produces software builds for loading onto the target hardware.
7. Configure the hardware and software integration environment from supplied specifications,
8. Produce integration test specifications, conducts tests and records the details of any failures, carrying out fault diagnosis relating to simple failures, reporting the results of the diagnosis in a clear and concise manner,
9. Provide expert advice and guidance on integration and reporting solutions
10. Carry out and reports fault diagnosis relating to routine integration problems.
11. Provide feedback to database designers and others using the data structures and associated components.
12. Liaise with clients/users to clarify details of reporting requirements.
13. Design, create and test moderately complex, well-engineered reporting deliverables with specified content and layout.
14. Develop a broad understanding of technical and business reporting concepts, tools and methods and the way in which these are implemented.
15. Work with colleagues, users and suppliers to create new reporting solutions through all stages of the ICT lifecycle.
16. Provide out of hours service as required and agreed with ICT Management

General Duties and Responsibilities:

1. Maintain, demonstrate and promote a culture of customer service
2. Communicate effectively, formally and informally, with colleagues, subordinates and users.
3. Be accountable for actions and decisions taken
4. Have responsibility for an area of work, including technical, financial and quality aspects.
5. Influence organisation, users, suppliers and peers on area of own specialism.
6. Develop business relationships with users.
7. Understand the relationship between own specialism and wider Council objectives.
8. Perform a challenging range and variety of complex technical or professional work activities.
9. Advise on available standards, methods, tools and applications relevant to own specialism
10. Analyse, diagnose, design, plan, execute and evaluate work to time, cost and quality targets.
11. Demonstrate leadership.
12. Take initiative to keep skills up to date.
13. Mentor more junior colleagues.
14. Maintain an awareness of developments in the industry.
15. Advise on scope and options for continuous operational improvement.
16. Demonstrate creativity and innovation in applying solutions
17. Commitment to acquiring and sharing business and technical skills and knowledge
18. Demonstrate professional attitudes (e.g. customer focus, value for money)
19. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Self

Responsible to: Systems Integration and Data Lead

Date Reviewed: November 2010

Updated: February 2022

Post:	Systems Integration and Data Officer	**Job Number:**	P1505D
Service:	ICT and Digital	**Post Number:**	
Location:	Friargate One	**Grade:**	6

Area	**Description**

Knowledge:	• Good understanding of relevant ICT standards.
	• Good knowledge of current and emerging reporting technologies
	• Good knowledge of the local authority arena
	• Thorough knowledge of best practice toolsets and methodologies for Integration and reporting technologies
	• Good awareness data analysis tools and techniques
	• Good understanding of corporate data integration and reporting requirements, and applies data analysis, data modelling and quality assurance techniques
	• Good understanding of modern reporting, business intelligence, database and data warehousing technologies
	• Good understanding of strategies and procedures across the IT service lifecycle (including the development lifecycle) in the area of Integration and Reporting.
	• Good knowledge of project management, service design, and benefits realisation

Skills and Abilities:	• Good communication skills by written, oral and electronic means appropriate to the relevant audiences
	• Good stakeholder management skills (e.g. interpersonal / influence / negotiate)
	• Able to advise on the available standards, methods, tools and applications relevant to Integration and Reporting services.
	• Able to assess and advise on the scope of options for process improvements across Integration and Reporting services
	• Ability to build and maintain critical working relationships
	• Demonstrate proactive approach to the management of integration projects
	• Ability to write and review effective documents
	• Ability to deliver high quality service under pressure
	• Demonstrate a high level of business acumen (e.g. value for money, risk, reputation)

Experience:	• Evidence of the design and delivery of Integration and Reporting services

	• Evidence of setting standards and procedures across the IT service lifecycle (including the development lifecycle) in the area of Integration and Reporting and ensures that practitioners adhere to them.
	• Evidence of delivering high quality, major ICT solutions to a diverse workforce
	• Experience of working in a customer-focused ICT organisation
	• Evidence of realising benefits
	• Experience of delivering excellent service to a wide range of stakeholders (e.g. Elected Members, suppliers, customers)

Educational:	• Higher / further / appropriate educational qualification(s) or demonstrable equivalent experience
	• Evidence of commitment to continued personal development

Special Requirements:	

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