

Job Description and Person Specification

Role: Data Innovation and Automation Lead



Job Description

Job Title	Data Innovation and Automation Lead
Grade	Tbc – indicative G10
Service	Performance and Planning
Reports to	Head of Performance, Data and Continuous Improvement
Location	Friargate Coventry
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role

As the Data Innovation and Automation Lead, your role involves driving digital transformation and enhancing services through data-driven solutions to deliver better outcomes by ensuring efficiency, integration, and leveraging emerging technologies and innovation.

The role holder acts as the corporate lead for data and insight innovation and data-led design, identifying innovative data analytics use cases for the council and our partners. Working as part of multi-disciplinary teams to create high quality data products that create tangible benefits for users.

Main Duties & Key Accountabilities

Core Knowledge

- Spearhead the use of data & insight and help shape the council's wider approach to change and innovation, and ensure that data and insight plays a central role in this
- Be a data evangelist and create a compelling narrative around the power of data and insight to transform how the council operates.
- Work closely with services in the council to identify opportunities for using data and insight in new and innovative ways
- Disrupt business and commercial models through automation or monetisation, considering how you can offer services more effectively, in a different way.
- Lead the empowerment of employees with self-serve platforms and upskilling to become more data-driven, so they can identify the use cases and insights most applicable on the ground.
- Anticipate customer needs so you can provide relevant information underpinned by data to improve customer engagement.
- Use data to drive improved operations by optimising processes, using analytics automation and enhancing your operating model
- Liaise and build productive relationships with suppliers and stakeholders from across the council participating in strategic discussions, acting as a Subject Matter Expert in how insight can inform our strategy development
- Develop and maintain a pipeline of projects ensuring that each one is evaluated and prioritised whilst helping to track and measure the benefits of each project.
- Lead the delivery & implementation of insight & service design projects using Agile techniques with your team and in collaboration with services
- Support the design and development of data products, making sure that these meet end user requirements
- Work closely with services to ensure that data and insight products are used, providing the necessary change management and training
- Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured.
- Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.

Key relationships

External May be via direction from the Lead role however interfaces could be: Partners and Industry/Economy Sector leads Local Government networks and think tanks. LGA and Solace Central Government Combined Authority	Internal Leadership Board and Leadership Network Digital Services Transformation and Change team. All council teams
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: Data Manager System support roles tbc

Person specification

Job Evaluation Code	
Knowledge - Local Government Knowledge – familiarity with local government structures, policies, and services. Research needs to align their work with the specific needs and priorities of the community they serve. - Extensive and comprehensive knowledge of use of data and insight in local or central government - Able to identify where data and insight can support and deliver value - Knowledge and experience of working in or with local public and community services, with an interest in government, social innovation and 'Data4Good' - Knowledge of Agile project management and Service Design - Desire to keep up to date on innovation trends, attend conferences, build your network and share your ideas - An understanding of basic principles of Information Governance and ethics	
Skills and Abilities - Research Skills – strong understanding of research methods, data collection and analysis, should be adept at designing and conducting studies, interpreting findings and drawing actionable insights. - Excellent communication and presentation skills, with the ability to convey complex data insights and research to both technical and non-technical stakeholders - Proven interpersonal skills with established influencing skills and the ability to work collaboratively with internal and external partners/professionals. - Good organisation skills with the ability to manage simultaneous projects across differing stakeholders - Highly numerate and comfortable working with different and sometimes complex data - Attention to detail, logical and able to plan/schedule - Highly organised with the ability to deal with multiple projects on an on-going basis and meet deadlines	

• Excellent stakeholder management skills • Skills in design (e.g. product design, service design, information design, UX and UI) or data visualization • Proactive, self-motivated, collaborative, curious and creative
Experience
• Ability to demonstrate relevant experience in a similar role • Previous experience in a Local Authority
Qualifications
• Degree or equivalent, or significant experience • Professional qualification or evidence of high-level understanding of relevant business disciplines.
Special Requirements

Date Created	July 2024	Date Reviewed	
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