



Role Profile

LEAD OFFICER (Data Quality & Standards)				Purpose			
Reference No.	A4690	Type	Generic	<p>To lead and manage a team ensuring the provision, maintenance and development of high-quality data to meet and exceed Property Service operational and regulatory needs.</p> <p>The team will provide support across a range of systems utilised by Property Services, supporting service users and external design consultancies (Civil/Structural/Electrical/Mechanical,etc).</p> <p>Work with BTS and suppliers to find innovative technology solutions to meet the requirements of the service</p>			
Service	Property						
Job Family	Team Manager 2	Grade	FC9				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
<p>Leading and managing a designated team. Setting strategies and priorities in consultation with the Service Manager and ensuring work plans are delivered to agreed priorities.</p>				<p>Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant subject or equivalent experience.</p> <p>Experience of managing a team and supporting staff development.</p> <p>Analytical skills.</p>		<p>✓</p> <p>✓</p>	<p>✓</p>

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Providing professional leadership and support to team and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge sharing across the Service.	Experience of translating strategy into deliverable plans. Experience of managing conflicting demands Experience of driving change in designated area (Take Ownership – see How We Work Matters Framework)	✓ ✓ ✓	✓
Taking lead responsibility within Property Service for the operational management and development of data quality and standards for all software/hardware related systems. Including but not exclusive to; Corporate Systems <ul style="list-style-type: none"> • Oracle • Legacy System Replacement e.g. COMIS Property Management <ul style="list-style-type: none"> • TF Cloud • Teams Design <ul style="list-style-type: none"> • AutoDesk Design Suite • IES • Masterbill File Sharing / Collaboration <ul style="list-style-type: none"> • SharePoint • Novel • PowerBI - creator 	Professional/Technical qualification related to Building Construction/Property/Facilities Management Appropriate IT technical knowledge in the Property sector (Embrace Technology & Information) Experience of using AutoDesk Design Suite Experience of managing agreed service levels. Experience working within the Property sector (Deliver results) Customer service skills (Focus on Customer) Experience of working with simultaneous and conflicting demands. Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests.	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Providing a single point of contact with BTS to develop Service E Vision, business cases, development of solutions, service implementation, staff support, developing and monitoring quality standards.	Experience of IT systems management in a construction / Property Management environment.		✓

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Ensuring that effective systems and practices are in place and that these are continuously monitored and reviewed.	Ability to monitor performance and review information to make improvements.	✓	
Taking the lead role in the preparation and maintenance of quality manual/procedures/ standards for the Service. Develop these documents or parts of the documents as required.	Attention to detail skills	✓	
Preparing functional requirements specification for IT systems and participate in evaluation team for the procurement of new / existing contracts.	Administrative skills Experience of dealing with people and challenging situations. Communication skills both written and oral.	✓ ✓	✓
Ensuring that all systems etc. are reliably available for use by professional/technical staff, that equipment is maintained, software updated and licensed, and any specialised supplies procured.	Organisational skills Problem solving skills (Work together)	✓ ✓	
Maintaining awareness of all other sources of electronic data relevant to the service, both internal and external to the service, and to plan for future integration of these data sets.	Knowledge of appropriate Standards and Legislation applying in the construction industry	✓	
Keeping up to date with relevant trends in IT matters, to advise the management team on budgeting for and procurement of future hardware and software upgrades.	IT skills (Embrace technology and information)	✓	
Acting as BIM manager to ensure standards are set for each project, supporting staff in software use, providing a route forward to full BIM Level 3 collaboration compliance.	Ability to mentor / train staff in the use of systems. Project management skills.	✓ ✓	
Complying with the Councils Scheme of Administration and Standing Orders.	Ability to provide a regular and effective service Knowledge and experience of Local Authority Procedures	✓	✓
Contributing to the achievement of the Council's corporate aims and values.	Development of IT knowledge in the Construction / Property sector		✓

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Developing and Supporting Agile Working practices for the service			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.