JOB DESCRIPTION

JOB TITLE: ICT Data Engineer   TEAM: ICT Team
POST HOLDER:

DATE: September 2024   PREPARED BY: CH

OVERALL PURPOSE OF THE JOB:

The ICT Data Engineer will provide the management, co-ordination and development of the
Trust's data supporting teams across the Trust in cleansing existing data and implementing new data structures.

REPORTING TO: ICT Manager

REPORTING TO POST HOLDER: No line management responsibility, although a high degree of matrix working across the trust and coordination with other roles will be required.

OTHER WORKING RELATIONSHIPS:

Within the organisation
A range of teams across the Trust, including but not limited to our Nature Conservation, Nature Recovery, PR & Communications, Membership, Finance and ICT teams.

Outside the organisation
External IT Consultancy in conjunction with the ICT Manager.

MAIN DUTIES:

Data Management:

1. Identify opportunities to improve systems, policies, processes and data quality; develop projects to deploy new solutions and tools to improve performance in collaboration with the relevant teams.
2. Lead the management of data and the implementation of new data structures across the trust, including the approach for archived information including hard copies.
3. Ensure adopted solutions and processes maintain the security of the Trust's ICT systems.
4. Monitor systems performance including backups, servers etc. and undertaking maintenance tasks
5. Prepare ICT policies, procedures and guidance for users
6. Lead with the implementation and adoption by NWT users of NWT's ICT procedures regarding data management.
7. Assist the ICT Manager as required supporting with new ICT infrastructure projects.
8. Perform ad-hoc analysis and reporting as required and respond to data-related queries from stakeholders.

OTHER DUTIES:

9.   Act as a representative of Norfolk Wildlife Trust as required.
10.   Undertake other ad hoc duties as reasonably requested by and/or agreed with your line manager.

SPECIAL REQUIREMENTS:

The post holder must adhere to all policies and procedures, with particular regard to the Health and Safety policy.

LIMITS OF AUTHORITY:

N/A

RISKS ASSOCIATED WITH THE POST:

Provided with employment contract.

PERSON SPECIFICATION:

Essential:

• Experience of managing and optimising data
• Experience of maintaining data storage solutions
• Knowledge in exploring and testing new digital technologies and assessing their value.
• An awareness of opportunities for innovation for new data tools and uses of data across the trust
• An understanding of, and experience with Windows Server including systems infrastructure and its impact for data management and file sharing.
• An understanding and ability with software troubleshooting
• A demonstrable high level of computer literacy with additional high competence in using Microsoft tools and software, especially SharePoint.
• A confident and proactive problem solver with a willingness to take responsibility, use initiative and be adaptive in order to achieve goals.
• The ability to work effectively individually and as a team member, working with both internal and external partners.
• Excellent organisational skills, able to work under pressure and experience in managing multiple projects simultaneously, with delivery on time and within budget to meet deadlines.
• Excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence a range of audiences in person, and via written information.
• Open to sharing knowledge and enthusiastic to support the learning and upskilling of staff and volunteers.

Desirable:

• Project management and / or business analysis experience and / or qualifications.

- Knowledge of and experience with SQL Server
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.

CONDITIONS OF SERVICE:

See Contract of Employment