

Chartered Society of Physiotherapy

Job Description

Job title:	Head of Data
Directorate:	Corporate Services & Infrastructure (CSI)
Team:	Data
Grade:	8
Hours:	Full time, 35 hours per week
Reporting to:	Assistant Director CSI - Head of Business Innovation
Key contacts:	Leadership Team and Assistant Directors, Head of ICT, Head of HR and Organisational Development, Digital Programme manager, Corporate strategy workstream leads, data owners, data stewards.
Line management:	1x FTE Data Business Partner

Main purpose of the post:

You will be the visible lead for data in the organisation, a proactive voice to support the CSP's use and understanding of all things data to achieve our strategic objectives.

You will bring a data perspective to corporate decisions ensuring data's importance is understood in the decisions that are made, ensuring that the CSP's approach to Data Governance and Management is best practice and supports our ability to leverage data.

You will lead the organisation's developing data maturity, including use of data and growth in data skills and capabilities in order to improve data related decision making.

Main duties & responsibilities:

1.	Data leadership for the CSP – providing expert support and advice to the business on areas related to data.
2.	Manage the effective delivery of data operations that are the responsibility of the data unit at the CSP, ensuring the CSP has the right capacity and capability in place.
3.	Taking responsibility for coordinating best practice Data Management principles at the CSP.
4.	Influence the organisations skills and capabilities in relation to data.
5.	Support organisational understanding of roles and responsibilities in relation to good data operations - empowering colleagues to recognise their role, responsibility, and autonomy in this area.
6.	Supporting an enterprise architecture model, supporting the understanding and delivery of a data architecture that supports the business aims.
7.	Bringing the outside voice in, facilitating external voices and industry best practice are heard at the CSP. Challenging current methods where needed.

8.	Actively promote a working environment that builds trust, empowerment, high performance and continuous improvement across the organisation.
9.	Development and management of external stakeholder and supplier relationships including acting as senior point of escalation, when needed.
10.	The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

Critical relationships - The success of this role will depend largely on the applicants' ability to develop strong working relationships across both business and technical teams across the CSP as well as external. These include a number of colleagues who work within the systems where our data is held, as well as staff leading workstreams across the corporate strategy – this will include a large portion of non-technical roles. Your ability to seek out, understand and support colleagues will be paramount to making this role a success.

Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

	Essential/ Desirable (E/D)	Assessed by Application/ Interview (A/I)
Previous Experience		
Understanding of working in digital/data/technical teams.	E	A/I
Experience managing a team or data team.	E	A
Working in a leadership and or management role or function that has influenced a change in the way a person, team or organisation works.	E	A/I
Working in a matrix organisation to achieve strategic goals.	E	A/I
Track record of working with business domains to create strong data propositions, building engagement around data management, quality and use.	E	A/I
Managing and supporting data migrations and integrations – both new and current – including API and SFTP methods.	D	A/I
Understanding of the roles and responsibilities needed to make sure organisations are best positioned to use their data effectively.	E	A/I
Working to deadlines and prioritising work to achieve maximum impact with the resources available (time/money).	E	A/I
Communicating change management ideas to technical and non-technical groups.	E	A/I
Skills/Abilities and Knowledge		
Theoretical and practical knowledge of the key components of data management.	E	A/I

Engaging communication skills – able to make the complex simple.	E	A/I
The ability to work appropriately under one’s own initiative, acknowledging when escalation of decision making is necessary.	E	A/I
Demonstrates sound judgement, tact and diplomacy and works appropriately with confidential or sensitive information and data.	E	A/I
Ability to demonstrate leadership behaviours in one’s own role, and to manage upwards where appropriate.	E	A/I
Ability to work collaboratively.	E	A/I
Knowledge of data profiling and statistical methods in data quality management.	D	A/I
Some understanding of at least one other statistical computer language such as Python or R or others.	D	A/I
A detailed understanding of the General Data Protection Regulation (GDPR).	E	A/I
Other Requirements		
Commitment to own continuing professional development.	E	A/I
Demonstrates knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
Ability and commitment to enact and promote the CSP’s core values, particularly those as laid out in the CSI Charter.	E	A/I