## ROLE DESCRIPTION

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|---|---|
| **Job Title** | Data Systems & Information Manager |
| **Salary Band** | SCP 44-50 |
| **Reporting to** | Senior Assurance Contracts Manager |
| **Directorate** | Resources |
| **Service Area and sub area** | Delivery & Assurance |
| **Team** | Portfolio Management Office |
| **Political Restriction** | N/A |

| **1. Primary Purpose of the Post** |
|---|
| Reporting to the Head of the Portfolio Management Office and Assurance, the Data Systems and Information Manager ensures the effective management of data and information across the Strategic Investment Funds (SIF) and other funds administered by the LCRCA. The role leads a team critical to data operations within the Portfolio Management Office and holds responsibility for the organisation's project Management Information Systems (MIS), including the delivery of reports and data insights to Boards, Managers, Senior Leaders, and key stakeholders. |
| **2. Your responsibilities** |
| **Management Information Systems**<ul><li>Lead the development, management, and maintenance of the LCRCA's MIS to support project and programme monitoring.</li><li>Coordinate the end-to-end capture and collation of project data throughout the lifecycle—from inception to completion.</li><li>Establish and lead a robust Quality Assurance framework for monthly and quarterly data uploads, ensuring data integrity and consistency across systems.</li><li>Support the Integrated Settlement MIS, collaborating with partners to resolve data-related issues.</li><li>Work in partnership with enabling teams such as Digital to ensure system reliability and performance.</li><li>Monitor project performance data, identify anomalies, and escalate issues to relevant managers and stakeholders.</li><li>Drive long-term strategic planning for data system development, aligning with evolving organisational priorities.</li></ul>**Data Management & Reporting**<ul><li>Oversee the creation and delivery of performance reports and dashboards for Authority Committees and Boards, tailored for both internal and external audiences.</li><li>Lead the design and production of bespoke reporting solutions for ELT, Managers, and stakeholders involved in Integrated Settlement-funded projects.</li></ul> |

- Champion cross-departmental collaboration to ensure data consistency and strategic alignment.
- Ensure high-quality data contributes meaningfully to Integrated Settlement reporting requirements.
- Embed a culture of timely, accurate data submissions across the team and wider organisation.

**Freedom of Information**
- Manage the team's response to Freedom of Information (FOI) requests in accordance with established procedures.
- Prepare and submit FOI reports and returns in line with corporate standards.

**Governance and Compliance**
- Ensure data governance practices meet regulatory, strategic, and funder requirements, maintaining confidentiality and GDPR compliance.
- Implement rigorous data validation protocols to uphold data integrity.
- Contribute to the development of procedure manuals to support a comprehensive quality assurance approach.
- Take ownership of contract and grant management tasks, ensuring delivery against defined objectives.
- Collaborate with Finance and Audit teams to maintain a clear understanding of each project's financial position.
- Promote stringent data validation and quality assurance to support evidence-based decision-making.
- Deliver training seminars to enhance organisational capability in using MIS tools effectively.

**Delivery of LCRCA Objectives**
- Provide regular updates to senior managers on the health and performance of the project portfolio.
- Facilitate the sharing of lessons learned to inform and improve future policy development.

**Continuous Improvement**
- Lead a team of data officers, fostering a culture of continuous improvement in data management, reporting, and project delivery.
- Promote the sharing of best practices and lessons learned across the portfolio.
- Encourage innovation and improvement in data processes across departments.

**Efficient Use of Resources**
- Manage a team of data systems and monitoring specialists, providing strategic direction, performance oversight, and professional development.
- Develop and implement efficient working practices that maximise the use of ICT resources.

- Operate within a flexible framework, recognising that responsibilities may evolve over time.

### 3. General Corporate Responsibilities

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused
- Managerial support of all direct reports and teams to ensure there is a robust process of performance management, collaborative working, reporting to targets and hitting deadlines.
- Regular dialogue and positive business relationship building with internal and external colleagues

### 4.    Recruitment Plan

Competency Based Interview
Assessment

### Key words:

Terms candidates may search to find this job online

## PERSON SPECIFICATION

**Job Title**: Data Systems & Information Manager

| Criteria | | |
|---|---|---|
| **Qualifications and Training** | **E = Essential D = Desirable** | **Identified By** |
| Degree-level qualification or equivalent professional experience in data management, information systems, or a closely related discipline, ideally gained within the public sector or in the administration of large-scale funding programmes. | **E** | **A/I** |
| A recognised project management qualification (e.g., PRINCE2, APM, PMP) | **D** | **A/I** |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|---|---|
| Proven experience in managing and developing Management Information Systems (MIS) for project and programme monitoring. | **E** | **A/I** |
| Strong background in data governance, GDPR compliance, and quality assurance frameworks. | **E** | **A/I** |
| Demonstrated ability to lead data reporting and dashboard creation for senior stakeholders. | **E** | **A/I/T** |
| Experience collaborating across departments to ensure data consistency and strategic alignment. | **E** | **A/I** |
| Track record of managing teams and delivering training on data systems and reporting tools. | **E** | **A/I** |
| Experience working with public sector funding streams such as Strategic Investment Funds or similar. | **D** | **A/I** |
| Familiarity with Freedom of Information (FOI) processes and reporting. | **D** | **A/I** |
| Exposure to financial audit collaboration and contract/grant management. | **D** | **A/I** |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|---|:---:|---|
| Ability to analyse complex data sets and identify anomalies or trends. | E | **A/I/T** |
| Skilled in designing bespoke reporting solutions tailored to different stakeholder needs | E | **A/I/T** |
| Strong leadership and team management skills, fostering continuous improvement. | E | **A/I** |
| Excellent communication and stakeholder engagement skills, both written and verbal. | E | **A/I** |
| Proficiency in using advanced data visualisation tools (e.g., Power BI, Tableau). | D | **A/I** |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|---|:---:|---|
| An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority | E | **A/I** |
| Quality, time management and organisational skills | E | **A/I** |
| A commitment to achieving Social Value across all areas of work | E | **A/I** |
| Knowledge of the key issues facing a City Region. | D | **A/I** |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---|:---:|---|
| An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion | E | **A/I** |
| Experience of/ability to contribute to a high-performance culture | E | **A/I** |
| Embed LCRCA's behaviours of LCRCA First, Action Focused, and Respect | E | **A/I** |

**Key to Assessment Methods:**

| I – Interview | A - Application | T - Test |
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