East Lothian Council

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Team Manager – Data & Analytics	**JET CODE: 8074**
DIVISION: Corporate Support	
SERVICE/BUSINESS UNIT: Strategy, Policy & Performance	
REPORTING TO: Service Manager- Strategy Policy & Performance	
RESPONSIBLE FOR: Central Data and Analytics Team	

JOB PURPOSE:

To provide strategic and operational leadership for data and analytics across East Lothian Council, enabling the organisation to become data driven in its decision making, service design and performance management, including responsibility for leading and delivering the Corporate Data Hub and Data & Insights Programme, ensuring implementation, adoption and benefits realisation.

You will lead the development of a corporate data strategy, establish effective data governance and standards, and ensure high-quality use of data, analytics and visualisation aligned to the East Lothian Council Plan and Transformation Strategy, and the ambition to become an Intelligent, data-driven Council

You will work in collaboration with the Team Manager, Strategy Policy & Performance to provide data, analytical insight and performance intelligence that informs and supports the work of the Strategy, Policy and Performance Service. The role will align analytical activity with agreed strategic priorities and work programmes through planned liaison and information sharing, ensuring that evidence-based insight contributes to policy development, performance reporting and improvement activity, while accountability for team outputs and work programme delivery remains clearly defined.

MAIN DUTIES:

1. **Strategic Data Leadership**
   - Lead the development, implementation and ongoing delivery of a corporate Data and Analytics Strategy for East Lothian Council, aligned to the Council Plan, Transformation Strategy and wider public sector priorities.
   - Provide expert advice to senior managers and elected members on the effective use of data, analytics and insights to support policy development, performance improvement and service transformation.
2. **Data Governance and Standards**
   - Establish and lead a robust corporate data governance framework, including data ownership, stewardship, quality standards, data ethics and compliance with legislative requirements (e.g. GDPR).

- Ensure consistent data management practices across services, balancing local service needs with corporate standards through a hybrid operating model.

3. **Hybrid Operating Model Leadership**
   - Lead and manage the Central Data and Analytics Team while enabling effective collaboration with service-based data roles across the Council.
   - Define clear roles, responsibilities and accountabilities to support consistent data processes, improved interoperability and reduced duplication.
   - Design, implement and embed the Council's hybrid data operating model, including defining and enforcing roles such as Data Owners, Data Stewards and Analysts across services.
4. **Data Architecture, Platforms and Technology**
   - Provide leadership on the use and development of modern data platforms, including Microsoft 365, Azure data services, Microsoft Fabric, Power BI and associated analytics tools.
   - Own and oversee the design, development, implementation and ongoing management of the Corporate Data Hub, including data architecture, integration pipelines and platform performance.
   - Work closely with IT and Digital colleagues to ensure data platforms are secure, scalable, cost-effective and aligned to corporate digital architecture.
5. **Data Visualisation and Insight**
   - Champion the effective use of data visualisation and business intelligence to make data accessible, understandable and actionable for officers, members and partners.
   - Oversee the production of high-quality dashboards, reports and analytical products that support performance management and strategic decision making.
6. **Partnership Working and Data Sharing**
   - Lead on data sharing initiatives with external partners, including community planning partners and other public sector organisations, ensuring lawful, ethical and value-adding use of data.
   - Represent East Lothian Council in regional and national data, analytics and digital forums as required.
7. **Performance, Improvement and Benefits Realisation**
   - Ensure analytics and insight directly support service improvement, prevention, demand management and outcomes for citizens.
   - Identify opportunities where better use of data can drive efficiencies, improve outcomes and support financial sustainability.
   - Ensure measurable financial and non-financial benefits are identified, tracked and realised from data and analytics initiatives."
   - Directly support budget setting, forecasting and savings identification through analytical insight.
8. **People and Resource Management**
   - Manage and develop the central Data and Analytics Team, including workforce planning, recruitment, performance management and professional development.
   - Foster a culture of collaboration, continuous improvement, innovation and learning within the team and across the organisation.
   - Lead a council-wide approach to building data capability and literacy beyond the central team.
9. **Financial and Resource Responsibility**

- Contribute to the planning and management of relevant budgets, ensuring value for money in the provision of data and analytics services.
- Support business cases and funding bids related to data, analytics and digital transformation.

10. **Policy and Best Practice**
    - Keep abreast of emerging best practice, legislation, technologies and trends in data, analytics and digital government.
    - Ensure East Lothian Council adopts appropriate standards and approaches in line with national and sector guidance.
11. **Programme Delivery and Implementation**
    - Lead the end-to-end delivery of the Corporate Data Hub and Data & Insights Programme, including planning, phasing, risk management, and benefits realisation.
12. **Organisational Change and Data Culture**
    - Lead a council-wide approach to building data capability and literacy beyond the central team
13. **Supplier and contract management**
    - Commission, manage and oversee external delivery partners responsible for the design and build of the Corporate Data Hub, ensuring delivery against agreed outcomes, knowledge transfer, and value for money.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to degree level or equivalent professional experience in data, analytics, information management, digital or a related discipline.
- Experience in leading data, analytics or business intelligence functions within a complex organisation.
- Experience of developing and delivering data strategies, frameworks or transformation programmes.
- Proven experience of people management, including leading specialist teams and managing performance.

Disclosure Scotland:

- This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

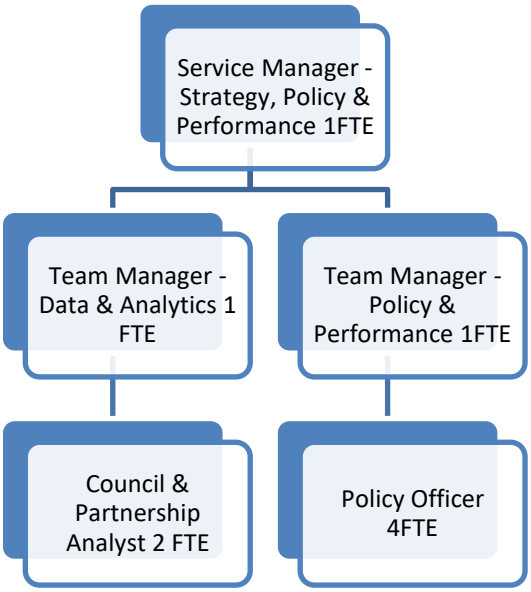
Politically Restricted Post: N/A

Special Requirements: None

TEAM OBJECTIVES:

The Data and Analytics Team enables East Lothian Council to make effective, ethical and consistent use of data and insight to support decision making, service improvement and transformation. The team sets corporate standards for data governance, provides analytics and visualisation capability, and supports services to embed a data-driven culture across the organisation.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Educated to degree level or equivalent professional experience in data, analytics, information management, digital, computer science or a related discipline. Evidence of continuous professional development in data, analytics or digital services.	Formal training or certification in data governance, data architecture or cloud data platforms.
Previous Experience (Paid & Voluntary Work)	Experience of leading corporate data, analytics or business intelligence functions within a complex organisation, ideally in a public sector or similarly regulated environment. Experience of working across organisational boundaries to deliver corporate change.	Experience within local government or the wider public sector. Experience of data sharing initiatives and partnership working.
Knowledge/ Skills /Competencies	Strong knowledge of data governance, data quality, information management and analytics principles. Practical experience of Microsoft 365, Azure data services, Microsoft Fabric and Power BI. Ability to turn complex data into clear insights for non-technical audiences. Strong strategic thinking, influencing and communication skills.	Knowledge of public sector performance management and outcomes-based approaches. Understanding of emerging data and AI trends in the public sector.
Personal Qualities	Strong leadership and people-development focus. Collaborative, inclusive and outcome-focused approach.	

	Resilient and adaptable in a changing environment	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	