

Post Title: Data Coordinator

Directorate: Policy, Strategy & Innovation Directorate, TfWM

Reports to: Transport Data Lead

Direct Reports: 0

Key Relationships: TfWM departments, Transport Policy, Transport Planning, Local Authorities, Private Sector Consultancies

Role Summary

WMCA is committed to building a healthier, happier, better connected and more prosperous West Midlands. This is our vision. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to

Be **Collaborative**, Be **Innovative**, Be **Driven** and Be **Inclusive**.

The role will be responsible for supporting the Data Insight Service, reporting into the Transport Data Lead, in the collection, chasing and management of data provided by internal and external partners into the central hub of transport and land use planning. This data is used to monitor performance, manage upcoming schemes communication and primarily update the transport modelling and forecasting.

The role provides an opportunity to work with the Data Insight Service and the partner organisations to continually improve how the data is collected to increase the frequency, minimise the input effort and to validate the data against other sources, ensuring timely, accurate and trusted information.

You will be agile and able to work at pace to respond to changing situations using your own initiative.

Responsibilities

- You will make recommendations to develop and improve processes and tools and constantly work towards standardised, streamlined and efficient operations.

- You will coordinate the collation of data according to standard definitions, following a data collection procedure to ensure validity and integrity.
- You will organise and manage ad-hoc data quality audits and reconciliation exercises.
- You will be responsible for the timely and accurate setup of data, being the first point of contact both internally and for our external partners on data related issues, and as such, act as a data specialist promoting data quality and efficient data practices.
- You will contribute to the preparation of reports for internal and external stakeholders within the business.
- You will assist the production of monthly KPI reporting on data submissions and quality audits.
- You will assist in the collection of key metrics into the reporting database and checking for anomalies, keep a log of all missing data and inconsistencies, and contact clients and stakeholders as needed to request clarifications and rectifications.
- You will comply with all TfWM policies and procedures and ensure the compliance of the Policy and Strategy Department with all aspects of data compliance and security (e.g. GDPR).

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other**
Sound understanding of data quality controls and processes	X		X	X	
Production of performance measurement reporting		X	X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Outstanding level of attention to detail	X		X	X	
Working in a structured method	X		X	X	
Good communication skills	X		X	X	
Ability to strongly communicate with stakeholders	X		X	X	
Ability to build relationships and work collaboratively with the wider team	X		X	X	
Keen problem solver able to manage and develop client relationships (internal and external)	X		X	X	
Ability to manage own workload, effectively prioritise and work to deadlines with minimum supervision	X		X	X	
Proficient across MS Office, especially Microsoft Excel Skills	X		X	X	
Strong analytical skills and familiarity with statistical analysis		X	X	X	
Use of Smartsheet (or similar work management tool)		X	X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Educated to GCSE standard or equivalent	X		X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis