

Job Description

Job title	Data Analytics Lead (Audit Services)
Reports to	Data Analytics Manager
Location	Cardiff
Direct reports	Yes, Data Science Apprentices
Salary band	5

Job description

Job purpose

Contributing to the creation and delivery of Audit Wales Data Analytics (DA) strategy and to support our long-term vision.

Accountable to DA Managers and responsible for the co-ordination and delivery of specific, complex elements of the DA programme including complex, cross-organisational, transformational projects, like the creation of an Audit Services data warehouse, and data-enabling our accounts work through the Analytics Assisted Audit (AAA) project.

This role will be recognised as being a business-wide technical expert, and within the parameters of the DA programme as set by the DA Director and DA Managers, drive the specialist technical aspects of Audit Wales's developing approaches to data science. They will prepare for DA management consideration and decision, key matters relating to new/upgrading/defunct technical infrastructure, as well as maintaining that infrastructure. This will require them to develop an excellent working relationship with the AW IT team.

They will ensure, through leading the DA project teams on a day-to-day basis, that satisfactory data management and data security procedures (including GDPR compliance) are adhered to, in line with good practice. They will contribute to the team's data science skills development plan. These aspects of the role will require the postholders to remain up to date on leading edge, industry developments and thinking.

The role will take ownership of line managing, coaching and developing our cohort of Data Science Apprentices.

On occasion, the role may involve reporting directly to the Audit Director with oversight for DA on specific projects or issues, with presentation to ELT/CPB as appropriate.

A key element of the role will also be networking, collaboration and communication with external stakeholders to learn from others, create efficiencies and raise the profile of the work of the Audit Wales DA team (e.g. PAF bodies, other public sector audit bodies). The postholders will lead the DA team's engagement with specific, external stakeholders, such as Data Cymru and the Welsh Statistical Liaison Committee.

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The postholder will be required to maintain excellent working relationships with audited bodies and will be required to negotiate with them to secure permissions to essential data sources.

The postholders will regularly chair and present at internal and external meetings, for example our quarterly meetings with UK PAF institutions.

Main duties

- Accountable to Data Analytics (DA) Managers and responsible for leading the day-to-day delivery of a portfolio of DA project work that will support the design and delivery of data tools to Audit Wales colleagues and public facing data tools to our external stakeholders.
- Leading projects of transformational change (complex and higher risk) within audit services and appropriate reporting to management/director and ELT/CPB, this will require specialist technical knowledge of data science techniques applicable to the accounting and audit profession, and the infrastructure required to support safe and secure retention of data and subsequent analysis. The postholder will lead such projects with a large degree of autonomy within the parameters set by the DA management team, setting project objectives and to decide how those objectives should be met.
- Occasionally leading cross-organisational teams for specific projects within the programme. You will have responsibility for the supervision and support of staff in the team, helping to set project-based objectives using the standard DA documentation and Agile process, ensuring staff are appropriately utilised, sufficiently motivated and have a clear direction at all times.
- Many of the postholders' projects will be conceptual and innovative, tackling new problems where there is no precedent in finding a solution. This will require original and creative thinking as well as excellent judgement. The decisions they guide will have a major significance to the organisation because the DA team's remit is to improve all aspects of the way Audit Wales uses data.
- Responsible for the final quality review and sign off our data products ahead of deployment/publication. You are the key DA team members with the expertise necessary to combine technical, audit and data science considerations when reviewing the quality of our data products.
- The postholders will use their detailed knowledge of our audit practices (including working knowledge of the performance and financial audit approaches) to ensure our DA products meet the needs of our operational work.
- Identifying and managing the interdependencies with other corporate projects and between different teams and business groups.
- Support DA Managers to ensure that the team's work programme is planned, resourced, delivered to agreed quality standards and within agreed timescales.
- Be line manager to Data Science apprentices, supporting their learning and development at university and in the workplace, and providing pastoral care. In doing so, you will be the key liaison between Audit Wales and the relevant university tutor on behalf of the relevant apprentice(s).
- You will establish good working relationships with colleagues across the business to ensure that the DA team meets the needs of the whole organisation. You are able to work with people from a range of different backgrounds and disciplines and consider this as you implement changes and new ways of working.

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- Be an advocate and a professionally qualified practitioner for Agile Project Management (with qualification at foundation or practitioner level) within the DA programme and act as an ambassador for promoting of its principles for wider use throughout AW.
- Deliver training sessions for Audit Wales staff to upskill in data analytics software (such as PowerBI, R Shiny) and the specific data tools and production of training and guidance materials in various forms (e.g. written, interactive tools, videos). Work closely with HR, other AD&G staff and relevant reference partners to identify the training needs for audit staff, and solutions to help meet the needs identified.
- Demonstrate a proactive approach to seeking opportunities to represent Audit Wales and the DA team at external networking events, increasing the profile of our work and hence increasing its reach and impact. This could include presentations, participation in live webinars and facilitation of workshops.
- Working with Directors and Managers, develop and maintain key relationships with internal and external stakeholders in a professional and effective manner, including liaison and collaborative working with Audit Wales staff and other audit agencies and external review bodies.
- Horizon scanning and keeping up to date on advances and changes within the technical field, including progressive developments in Artificial intelligence and where it can be of use to our audit work, and to disseminate the updated knowledge to the DA team through verbal and/or written communications. The postholders will be required to consider the long-term budget implications related to new IT packages and licences used in DA work.
- Excellent written communication skills will be essential, as the postholders will lead the coding of complicated data tools, the accompanying guidance for users, as well as materials to promote and embed the tools. On occasions, they will also be required to draft complicated technical specifications for new data management practices and new analytics infrastructure.
- Help coordinate and contribute to the development and maintenance of the DA SharePoint site.
- You may be required to undertake other duties commensurate with the grade and the role.

Key results areas

- DA internal and external tools must comply with Audit Wales operational requirements and be delivered to agreed quality standards and within agreed timescales.
- DA products must be impactful and become embedded and mainstreamed in the normal working practices of Audit Wales teams.
- To undertake complex technical tasks or work requiring specialist knowledge of data science/audit methodologies and of particular subjects; frequently involving the provision of authoritative/definitive advice to others.
- Manage key relationships with internal and external stakeholders in a professional and effective manner.
- Provide day-to-day management, support and coaching to DA team members including line management of data science apprentices; and
- To act as a role model for the values and behaviours of Audit Wales.
- To lead by example, demonstrating that data is one of Audit Wales's most valuable assets, and by contributing to an organisational approach that optimises the way data is sourced, stored, cleansed, analysed, visualised and shared.

General

Our values and behaviours

General

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

Confidentiality and information security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public-Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all mobile staff are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

Welsh language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

General

All job descriptions will detail whether the ability to speak welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish

Person specification

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
1. Qualifications		
1.1 CCAB accountancy qualification and/or a degree in a subject related to data science (e.g. computer science, geospatial science, mathematics, statistics, physics, chemistry, engineering).	Essential	
1.2 Higher degree or post graduate qualification in data science, or relatable subject.	Desirable	
1.2 Agile Project Management – experience of working in an Agile environment and leading the delivery of Agile projects. Trained to practitioner or foundation level.	Desirable	
2. Skills and abilities		
2.1 Experience of working in the public sector or dealing with a variety of financial, economic, demographic and performance data.	Desirable	
2.2 Strong programming ability (R, Python, similar) and demonstrable experience in the following areas: • Data engineering – such as the design of algorithms, implementation of big data solutions, SQL and NoSQL database systems, statistical analysis languages and tooling. • Data analytics – such as statistical modelling, pattern recognition, supervised and un-supervised learning, data mining, and predictive analysis. • Data management – such as the manipulation and analysis of complex, high volume and high dimensionality data, data modelling, and cloud storage. • Storytelling and data visualisation – including the visualisation of insights drawn from data and building of data driven products using products such as Power BI (inc DAX).	Essential	
2.3 Being adept at using IT software such as MS Teams, Word, Excel, PowerPoint, Planner.	Essential	

2.4 Ability to communicate complex issues in an understandable way to a range of different stakeholders, customising communication style to ensure maximum impact.	Essential	
2.5 Ability to use high-level questioning and active listening skills to gain a full understanding of matters, appreciate the views of others and appropriately challenge different points of view – facilitate user story sessions.	Essential	
2.6 Demonstrate high-level written skills with the ability to convey messages in a clear and concise manner.	Essential	
2.7 Highly effective and proven time management and project management skills - including the ability to lead a portfolio of projects, some large and/or complex to high quality standards and often tight deadlines.	Essential	
2.8 Ability to communicate with confidence, clarity and persuasiveness, pitching communication appropriately to a wide variety of audiences such as senior managers, boards, audit committees and staff.	Essential	
2.9 Effective analytical skills and the ability to form carefully thought through professional judgements based on evidence.	Essential	
2.10 Committed to, and proven experience of, operating a coaching style while instructing and reviewing the work of others, e.g. to provide timely and constructive review and project feedback to both support audit delivery and the development of the team.	Essential	
2.11 Ability to act logically and creatively to influence Audit Wales impact with both internal and external stakeholders.	Essential	
2.12 Ability to understand new concepts and appreciate issues quickly and respond appropriately under pressure at Board/Audit Committee type settings.	Essential	
2.13 Proven skills in preparing data, of often a complex or highly sensitive nature that clearly demonstrates an understanding of the data.	Essential	
2.14 Sound judgement and critical thinking skills to ensure that outputs are evidence based and address the key issues.	Essential	
3 Experience		
3.1 Well-developed understanding of the Welsh public sector and the environment in which Audit Wales operates.	Desirable	
3.2 Good understanding of the full breadth of audit work undertaken by Audit Wales.	Desirable	
3.3 Experience of delivering audit work across a range of settings with a good appreciation of the factors affecting the quality of audit work.	Desirable	

3.4 Experience in the preparation of guidance or related material that support delivery of high-quality data tools.	Desirable	
3.5 Experience of preparing and delivering training material to staff through a variety of mediums.	Desirable	
3.6 Knowledge of working with a variety of clients/sectors.	Essential	
3.7 Evidence of effective team management and the ability to foster a positive team environment – with the proven ability to lead staff of a variety of skills, backgrounds and experiences.	Essential	
3.8 Excellent staff management skills to set direction and manage staff with a variety of skills, backgrounds and experiences to deliver high quality work to tight deadlines.	Essential	
3.9 Significant experience of leading projects and understanding, resolving and managing teams to address technical and professional issues using highly developed skills.	Essential	
4 Personal attributes		
4.1 Clear ownership and accountability of their own CPD and development, with up-to-date CPD record.	Essential	
4.2 Excellent inter-personal skills, with a proven ability to form and develop effective relationships with key staff, officers and stakeholders, using tactful yet firm persuasive and influencing skills.	Essential	
4.3 Self-confident and self-aware, positive outlook and resilient.	Essential	
4.4 Sufficient pace of work, coupled with excellent planning and organisational skills to ensure each project is completed to time, cost and quality requirements.	Essential	
5 General		
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential	
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Desirable	
5.3 An awareness and a commitment to equality and diversity.	Essential	
5.4 An awareness and commitment to the arrangements for health and safety.	Essential	

Welsh language skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and	Attend Welsh medium meetings and discussions and confidently contribute in Welsh

	sensitively forward a call to a Welsh speaker when appropriate	
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey responses and take out key messages
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write reports and complex correspondence in Welsh with the assistance of Welsh spelling and grammar check