

Job Description

Job title	Planning & Reporting Data Officer
Reports to	Head of Planning & Reporting
Location	Cardiff
Pay band	4
Security Level	BPSS

Job description
Job Purpose Accountable to the Head of Planning & Reporting and responsible for: • Managing Auditor General correspondence and whistleblowing disclosures • Playing a key role in running the annual People Survey, which helps the Executive Leadership Team (ELT) and Board keep their finger on the pulse of the employee experience. • Helping prepare the Annual Report & Accounts, Strategic Equality Plan, annual Equality Report, and the Biodiversity & Resilience of Ecosystems Plan and related reports. • Ongoing development and maintenance of several key internal and external facing interactive data tools, including in relation to correspondence and whistleblowing disclosures, the publishing of workforce diversity and pay gaps information, the monitoring of our equality objectives, environmental reporting, and the publishing of our People Survey results. • Helping gather and evaluate stakeholder feedback on the impact and value of our work • Acting as Secretary and key point of contact for Pawb (the staff equality interest group) • Developing and maintaining an Audit Wales register of policies and corporate handbook.
Main Duties • Leading on the ongoing maintenance and development of our arrangements for handling Auditor General correspondence and whistleblowing disclosures, including through: ○ Monitoring the inbox and telephone hotline and answering queries from correspondents. ○ Maintaining a shared access electronic log for individual cases which provide access to files for the relevant Directors and enables status reporting. ○ Issuing acknowledgements to correspondents and advising Engagement Directors on the preparation of responses. ○ Preparing a monthly correspondence and whistleblowing status report for the Auditor General and Director Team. ○ Drafting necessary revisions to the correspondence and whistleblowing handling policies and associated guidance for the public published on our website. • Working with the Head of Planning & Reporting in running our annual People Survey, including:

- Developing questionnaire content
- Liaising with our externally contracted survey providers
- Staff awareness raising and preparing necessary revisions to related Hub content.
- Ongoing maintenance and development of an interactive survey results data tool for publishing on our website (with a link provided in our Annual Report & Accounts).
- Undertaking additional demographic analysis for key internal working groups.
- Working with the Head of Planning & Reporting in preparing the statutory Audit Wales annual Equality Report, including through ongoing maintenance and development of an interactive workforce diversity and pay gaps data tool and open data files that are published on our website.
- Working with the Head of Planning & Reporting, in partnership with the Business Services Team, to develop and maintain an interactive environmental reporting data tool that will accompany our Annual Report & Accounts on our website and assist us in our work on improving our environmental stewardship and meeting the Biodiversity and Resilience of Ecosystems Duty.
- Collating, acknowledging, and evaluating responses to relevant external consultations, including in relation to our Strategic Equality Plan.
- Preparing quarterly reports, via an interactive online data tool, on progress made towards delivering the equality objectives set out in the Strategic Equality Plan, for consideration by ELT and the Board.
- Managing the administrative aspects of Pawb meetings, including preparation of agendas; review, collation and distribution of final agendas and papers; attendance at meetings for minute taking; maintaining and developing action trackers; and preparation and distribution of minutes.
- Supporting the Planning & Reporting Specialist in running periodic activities to gather feedback from key stakeholder groups, including Members of the Senedd and Chief Executive Officers of audited bodies, on the impact and value of our work
- Developing and maintaining an interactive all-organisation Policy Register, that holds data on responsibility, review dates and impact assessments for individual policies and supports the work programmes of ELT, the Remuneration & HR Committee, and Pawb.
- Deputising for the Head of Planning & Reporting and/or Planning & Reporting Specialist where required, including through providing credible and authoritative advice directly to the Executive Director of Communications and Change and ELT

Key Results Areas

- To deliver the Planning & Reporting portfolio of work on time, within budget and to satisfactory quality levels.
- To maintain up-to-date specialist knowledge of particular subjects, to enable the effective performance of duties and provision of authoritative advice to others.
- To ensure clarity and conciseness in written and verbal work such as policies, monthly reports and Hub and web content.
- To build and maintain relationships with key stakeholders, both internally and externally, in a professional and effective manner.
- To network with similar post-holders across other organisations to identify and share best practice.
- To act as a role model for the values and behaviours of Audit Wales.

General

Our Values and behaviours

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 relating to service users. 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 2018, UK GDPR 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 staff in qualifying roles 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.

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
1. Qualifications	
1.1 Educated to degree level or equivalent relevant experience.	Essential
2. Skills and abilities	
2.1 Well-developed IT skills with proficient use of Microsoft Office packages	Essential
2.2 Skills in designing and building interactive data tools	Desirable
2.3 Ability to prioritise workload, work flexibly and manage own time effectively	Essential
2.4 Excellent interpersonal skills, with an ability to manage a variety of stakeholders with sensitivity and confidentiality, acting as an ambassador for Audit Wales	Essential
2.5 Excellent communication skills, both verbal over the telephone and in person, specifically able to respond politely and calmly to complex calls and deal with callers in a professional manner	Essential
2.6 Excellent written skills, using good grammar, spelling and punctuation and applying appropriate 'house-style' when compiling reports and documents and preparing presentation materials	Essential
2.7 Able to develop and maintain positive and professional working relationships with Directors, senior managers, other Audit Wales staff and external contacts	Essential
2.8 Ability to work alone and on own initiative as a key member of a group of highly skilled staff.	Essential
2.9 Strong ability to gather, assimilate, analyse and present data and information, including discrete areas of allocated project research.	Essential
3. Experience	
3.1 Experience of handling and responding to correspondence from the public	Desirable
3.2 A good understanding of the Welsh public sector, the related political environment and the Audit Wales place within it	Desirable
3.3 Experience of data visualisation – including the visualisation of insights drawn from data and building of data driven products using products such as Power BI and Tableau	Desirable

3.4 Providing secretariat services to corporate committees, including preparing agendas and distributing documents, taking minutes, and typing up notes	Desirable
3.5 Experience in report drafting and editing.	Essential
4 Personal attributes	
4.1 Deal sensitively and discreetly with confidential or sensitive information showing integrity and professionalism	Essential
4.2 Committed to self-development and learning, including working towards attaining the Welsh language skills that are desirable for this role	Essential
4.3 Comfortable working in a bilingual environment	Essential
4.4 Excellent attention to detail and accuracy when undertaking project work.	Essential
4.5 An appetite for problem solving.	Essential
4.6 Keeps abreast of issues relating to their work area and thinks creatively and uses sound judgement to overcome and resolve problems with service delivery.	Essential
4.7 Carries out work programme with minimal supervision	Essential
4.8 Can generate ideas, advise, and influence the shape of projects.	Essential
4.9 Alert to opportunities for innovation and responds positively to change in policy and practices	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	Desirable

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.