Job Description

Job Title:	**Data and Applications Specialist**
Employee:	ITOPF
Date prepared:	February 2024
Reporting to:	Information and Communications Manager
Immediate staff responsibilities:	N/A
Location of work:	ITOPF London office

Overall Purpose of Job

Responsible to help identify, design, and build data solutions and create intuitive digital applications for simplicity and productivity of workflows across the organisation. Providing specialist knowledge and project management skills in projects.

Person Profile

Knowledge & Skills

a) Great verbal and written communication skills and ability to deliver complex technical messages in a concise and clear manner.

b) Analytical and strong technical aptitude

c) Excellent problem solving and troubleshooting skills.

Experience & Qualifications

a) Extensive experience in database administration or data warehousing and/or developing business applications.

b) Experience with cloud platforms such as Azure or AWS

c) Proficency developing in Microsoft Power Apps and Power Automate.

d) Strong understanding of Microsoft SQL server and Power BI.

e) Coding proficiency in languages such as Python, DAX and SQL and ability to learn new programming languages.

f) Bachelor's degree or equivalent in information technology, Computer Science or related with/or proven continual relevant learning.

g) Knowledge of AI and machine learning processes

h) Understanding of geospatial data and ETL (D)

i) Project management experience, Agile (D)

<u>Personal Qualities</u>

a) Strong interpersonal and teamwork skills across all levels.

b) Flexible self-starter with ability to take initiative to support organisation's goals, prioritise assignments and resolve issues independently.

c) Clear and logical thinker.

d) Well organised, attention to detail and accuracy.

e) Adaptive, willing, and eager to learn new skills.

Principal Responsibilities

a) Design, implement, integrate, maintain, and optimise cloud data sources across various functions of ITOPF ensuring data is current, available, and accurate.

b) Design and build user-friendly, visually appealing applications, automations, and digital tools to optimise workflows and streamline processes.

c) Develop or utilise AI methods and models for data analysis and functionality to be used to simplify processes across the organsation.

d) Support users with best practice for data manipulation, for example in Microsoft Excel.

e) Monitor and troubleshoot data and application system and user issues. Continuously improve systems and providing training.

f) Research and evaluate new and emerging technologies in data and applications; make recommendations for improvements.

g) Work with third party contractors where necessary, writing proposals, acting as project manager and specialist.

General Requirements

a) Any additional duties as required from time to time appropriate to the level of post to assist in the efficient running of the company and fulfilment of its strategic objectives.

b) Always comply with record keeping, data protection and confidentiality of information acquired during the course of employment.

c) Always consider and take responsibility for the health and safety of self and others, and adhere to health and safety guidance at all times.

d) Proactively consider your own professional development ensuring your skills and knowledge remain current and engage in ITOPF's systems for development, such as annual reviews, formal and on-the-job learning opportunities.