



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Digital and Resources
Post Title	Senior Data Developer
Post Number	TBC
Accountable to	Digital Development Manager
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	27/04/2026

Job Description - Principal purpose of job (role summary)

As a Senior Data Developer, you will collaborate with the Digital Development Manager to deliver innovative, user-centric, and design-led technical solutions, with a strong reliance on data by design and a focus on achieving the best outcomes for our citizens and residents.

The post is fundamental to unlocking the value of the Councils' data and ensuring it is accurate, accessible, and secure. This role leads on managing system data integrity, designing and implementing Extract, Transform, Load (ETL) operations, and establishing robust data pipelines.

The Data Developer acts as an enabler for the wider organisation, providing supervisory support, guidance, and best practices for operational services to create, manage, and maintain their own dashboards and reports.

In addition to ensuring the quality of your own deliverables, you will also be responsible for sharing skills and knowledge with other Digital Developers. This approach is designed to maintain high service support quality and prevent single points of failure within the team.

The role demands a strong, committed approach to the delivery of high-quality data services, promoting a "data-driven" culture, and supporting end users to make informed decisions through effective business intelligence.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific duties and responsibilities
Lead on the design, development, and maintenance of robust data processes to integrate data from various internal and external systems, by working closely with service teams.
Act as a subject matter expert for data operations within development projects.
Assist services in understanding data architecture during the design and build stages of new software or application solutions, often using creative solutions to problem solve.
Manage and monitor system data integrity across the Councils' digital platforms, proactively identifying and resolving data quality issues, duplications, or anomalies.
Collaborate seamlessly with the design team to ensure that systems and applications are human-centric. You will use creativity for a design-led approach.
Provide supervisory support, training, and technical guidance to operational staff and managers across different services, enabling them to confidently create, use, and manage their own departmental dashboards and reports.
Work closely with operational staff and managers to ensure data delivery keeps in step with the needs of the organisation, supporting innovation and promoting 'Digital and Data Thinking'.
Share data-specific skills and knowledge with other developers and apprentices within the team to build resilience and ensure a balanced workload.
Make appropriate risk-based decisions within your sphere of expertise to identify and deliver solutions to data-related Incidents and Problems as they occur.
Using your influence as a key technical data resource, work with collegiate staff and management to build partnerships within the business to help influence decision-making based on accurate data.
Work with software suppliers and third-party partners to ensure high-quality data extraction and API integrations.
Continuously evaluate and optimise digital solutions to ensure they meet the evolving needs of the organisation and its users.
Identify and mitigate risks associated with digital initiatives, ensuring the stability and security of digital services. Ensure that risks are escalated and included on the Digital risk register
Be proactively involved in disaster recovery procedures, including participating in testing and ensuring readiness for potential incidents.
Occasional provision of out of hours support, both remote and on-site covering, but not limited to, elections periods and system upgrades.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside of your team and organisation to make a difference to improved outcomes for the local area.</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help.</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity.</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills.</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms).</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you.</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing.</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other.</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable.</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems.</p> <p>Be a role model for the principles above to inspire others to demonstrate positive behaviours.</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others.</p>

	Essential	Desirable
Qualifications	GCSE English and Maths A* - C or equivalent	A-Level, Degree, or equivalent certification in Data Science, Computer Science, IT, or a related analytical subject.

Knowledge	<p>Demonstrable skills in SQL and data querying.</p> <p>Experience with ETL tools and designing data pipelines.</p> <p>Proficiency in data visualisation / dashboarding tools (e.g., Power BI, Looker, Tableau).</p> <p>Strong understanding of IT Security Principles and GDPR</p> <p>Proven experience working on projects, with a keen awareness of current IT trends.</p> <p>Knowledge of API integration and management.</p> <p>Knowledge of data design, architecture and management.</p> <p>A proactive approach to identifying and implementing innovative digital solutions that support the organisation's mission and principles.</p>	<p>Specialised knowledge in one or more functions of the Council's operations.</p> <p>Proficiency in coding and development on low-code platforms.</p>
Experience	<p>Experience in managing data integrity and resolving complex data quality issues.</p> <p>Experience supporting and coaching non-technical staff to utilise software or build reports.</p> <p>Supporting IT / Data services within a business or local government context.</p>	<p>Extensive experience with the technologies referenced in the job advert.</p> <p>Expertise in data flow management and integration between multiple systems.</p>
Communication	<p>Excellent written and verbal communication skills, applied with a customer-focused approach and emotional intelligence.</p> <p>Ability to translate complex data concepts into accessible language for non-technical operational staff.</p>	<p>Confidence in developing and delivering stand-up presentations and detailed business reports.</p>
Relationship Building	<p>Ability to build and maintain effective working relationships across the organisation and with external stakeholders.</p>	<p>Demonstrated ability to mentor and support junior developers and apprentices, fostering a culture of continuous learning and development.</p>

Analytical	<p>Ability to accept responsibility for the progression of support measures and lead project activities, making risk-based judgements on matters relating to IT delivery and support.</p> <p>Excellent problem-solving skills, with the ability to analyse complex technical issues and develop effective solutions.</p>	<p>Desire to progress within the role and organisation and willing to accept additional responsibilities as appropriate.</p>
Planning/ Organising	<p>Results-oriented, logical, and lateral thinker with the capability to quickly and accurately assimilate technical knowledge.</p> <p>Able to lead activities within a given project or incident support context.</p>	<p>Ability to adapt to changing technologies and work environments, maintaining flexibility and a positive attitude in the face of challenges.</p>
Other requirements	<p>Strong commitment to understanding and addressing the needs of end-users, ensuring digital solutions enhance the user experience.</p> <p>Valuing kindness and compassion in the workplace</p> <p>Able to travel within the Adur and Worthing Districts</p>	

Job description & Person Specification agreed by:

Signature:	_____
Date:	_____