

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Data Integration Lead	Grade:	P03
Reports to (Designation):	Strategic Systems and Partnerships Manager	Grade:	PO5
Directorate:	Place	Department:	Economy, Jobs and Partnerships

Main Purpose of the job:

The Jobs and Skills team is responsible for supporting residents into work, increasing their skills, and working with employers to secure job opportunities. This role will be supporting the Elevate 100 programme. Elevate 100 is an integrated employability services programme governed by a board of young people (youth action board) creating systemic change and learning in Downham.

The purpose of this role is to:

- Lead data strategy across the Elevate 100 partnership
- Lead on data sharing to support service integration
- Lead in the use of data to aid in shaping service design and delivery
- Support measurement and reporting of systems change indicators
- Generate insights, and work with our evaluators to track system level outcomes
- Implement the use of new technologies, such as artificial intelligence

Summary of Responsibilities and Personal Duties:

Lead Elevate 100 data strategy

- Lead the **Elevate 100 data strategy**, translating programme goals into practical priorities for data capture, reporting and insight across the partnership.
- Coordinate partner input to agree **common outcomes, shared definitions** (e.g., eligibility, engagement, progression, outcomes).
- Provide operational leadership on data deliverables, managing tasks, timelines and dependencies

Data sharing and information governance

- Lead the development of **data sharing arrangements** that enable integrated delivery, including mapping data flows and supporting the creation/maintenance of **Data Sharing Agreements, DPIAs**, and appropriate governance documentation.
- Work with Council IG, legal and partner teams to ensure all data activity is **lawful, ethical and proportionate**, with clear purpose, retention, access controls and audit trails.
- Act as the programme point of contact for day-to-day queries on **data sharing**, ensuring partners understand requirements and can implement agreed processes.

Pilot cross-system data integration (DWP, NHS, LA)

- Lead a time-bound **pilot of data integration across DWP, NHS and Local Authority services**, focused on improving service coordination and reducing friction for young people.

- Design the pilot approach including: cohort/eligibility definitions, data items required, matching logic (where appropriate), data flow diagrams, and operational processes for secure exchange and use.
- Coordinate technical and operational stakeholders to implement the pilot, including secure transfer methods, file formats, access roles, and exception handling.
- Produce clear learning outputs from the pilot: what worked, what didn't, risks/constraints, recommendations for scale, and an options appraisal for longer-term integration.

Data-informed service design and continuous improvement

- Support evaluators and team in the use of data to **shape service design and delivery**, turning insights into actionable recommendations for improvements
- Support regular **performance and learning routines** (e.g., monthly insight cycles) with delivery leads to interpret findings and agree improvement actions.
- Identify gaps support partners and monitor **test-and-learn** improvements.

Measurement, reporting and systems-change indicators

- Support the definition, measurement and reporting of **systems-change indicators**, ensuring measures are feasible, meaningful and consistently applied.
- Produce regular, high-quality reporting (weekly/monthly/quarterly as required), including narrative interpretation and clear recommendations for decision-makers.
- Contribute to board/steering group reporting by preparing concise dashboards and insight summaries that support governance and accountability.

Insight generation and analytics (Excel, Power BI, Hanlon CRM)

- Own and improve core data processes using **Hanlon CRM**, Excel and Power BI: data extraction, transformation, validation, and reporting outputs.
- Develop and maintain **Power BI dashboards** and standard reporting packs, ensuring they are accurate, accessible and aligned to programme outcomes.
- Implement data quality routines (validation rules, completeness checks, anomaly flags), working with operational teams to improve capture at source.

Work with evaluators to track system-level outcomes

- Act as the key operational link with external evaluators: coordinating datasets, definitions, reporting timetables and evidence needs.
- Support evaluators to track **system-level outcomes** by ensuring data is timely, consistent and well documented, and by contributing insight to interpretation and learning.

Implement new technologies, including AI (responsible adoption)

- Identify and test opportunities to use **new technologies (including AI)** to improve insight generation, reporting efficiency and service decision-support, with appropriate controls.
- Document new processes and train users so that innovations are embedded sustainably rather than dependent on single individuals.

Stakeholder management and capability building

- Build effective working relationships across council teams and partner organisations; translate operational questions into data requirements and actionable insight.
- Provide practical support, templates and guidance to partners on definitions, data capture, reporting and using insight in service improvement.
- Present findings clearly to mixed audiences (frontline, managers, programme boards), adapting detail and language to ensure decisions are evidence-informed.

Work with minimal supervision on defined programme deliverables, responsible for planning and delivering complex pieces of work within agreed constraints, providing specialist advice to colleagues and partners on data integration and reporting.

Internal Contacts: These include: Economy, Jobs and Partnerships team; HR; Children's Services; Adult Learning Lewisham; Adolescent Services; Information Governance.

External Contacts: This will include: Phoenix Community Housing, Circle Collective, Youth Futures Foundation, JCP, local employers, developers, contractors, colleges, employment and training providers.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: **0**

Title: N/A	Grade	No of posts
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Number of partially managed staff: **0**

Title: N/A	Grade	No of posts
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PERSON SPECIFICATION

Job Title:

Grade:

Department:

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Understanding of how data can unintentionally reinforce bias/inequality, and ability to identify and mitigate this through inclusive analysis (e.g., careful segmentation, interpretation and clear limitations).	
Knowledge	
Working knowledge of information governance in a related context, including data protection principles, confidentiality and secure handling of personal data.	S
Knowledge of practical approaches to multi-agency data sharing (e.g., data sharing agreements, DPIAs, lawful bases, roles/responsibilities, retention and access controls).	S
Understanding of performance measurement and outcomes frameworks, including how to define, operationalise and report indicators that support service improvement and systems change .	S
Desirable - Knowledge of cross-system environments relevant to the pilot (e.g., NHS data constraints and sharing considerations; DWP information-sharing constraints; local authority statutory data contexts).	
Desirable - Awareness of responsible adoption of new technologies/AI in public services, including benefits, risks, and governance expectations (bias, transparency, human oversight).	
Aptitude	
Ability to think systemically and translate complex problems into structured data requirements, clear priorities and deliverable plans.	
Strong analytical aptitude: able to move from data to insight, and from insight to practical recommendations for service design and delivery.	S
Ability to work with ambiguity and incomplete information, making sound judgements and documenting assumptions and limitations.	
Desirable - Aptitude for continuous improvement and experimentation (e.g., designing, running and learning from pilots).	
Skills	(To Be Tested - T)
Skills can only be used as shortlisting criteria if the skill is to be tested	
Advanced data analysis using Excel (e.g., pivot tables, lookups, data cleaning, structured datasets, validation checks).	T
Reporting and dashboard development in Power BI (e.g., data modelling basics, measures, visuals, filters, clear insight narratives).	

Ability to translate data into clear, actionable insights for mixed audiences, including concise written briefings and verbal presentations.	T
Stakeholder engagement and facilitation skills: able to run working sessions to agree definitions, minimum datasets, and reporting requirements across partners.	
Ability to document data processes clearly (e.g., data dictionaries, data flow diagrams, metadata notes, quality rules).	
Desirable - Working ability to extract and structure data from a CRM environment (including Hanlon) and reconcile it with other data sources for reporting.	
Experience	
Experience producing regular performance/insight reporting that supports operational delivery and improvement (e.g., weekly/monthly reporting cycles, insight packs).	
Experience working with delivery teams to improve data quality and embed consistent data capture processes.	
Experience coordinating work across multiple stakeholders and organisations, balancing different priorities and information needs.	
Experience supporting or leading data sharing activity (e.g., contributing to DSAs, DPIAs, information-sharing processes).	S
Experience contributing to evaluation and outcomes measurement, including working with evaluators and providing timely, well-documented datasets.	S
Experience of piloting or implementing data integration across services (particularly where constraints and governance are complex).	
General Education	
Education to A-level standard or equivalent, with strong numeracy and literacy (or equivalent professional experience).	
Personal Qualities	
Collaborative, inclusive and partnership-focused; builds trust and works effectively across organisational boundaries.	
Accountable and trustworthy; maintains high standards of data quality/accuracy and is transparent about evidence, rationale and limitations.	
Organised and resilient; manages competing deadlines calmly, follows through on actions and maintains delivery momentum under pressure.	
Ambitious and constructively challenging; seeks continuous improvement, shares learning, and can influence while holding appropriate boundaries on governance and feasibility.	
Circumstances	
Ability to work flexibly to meet service requirements, including occasional early/late meetings to align with partner availability.	
Ability to attend meetings across the borough/region and at partner locations when required (hybrid working assumed).	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** **Standard** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)