



Arolygiaeth Ei Fawrhydi dros Addysg a Hyfforddiant yng Nghymru
His Majesty's Inspectorate for Education and Training in Wales

Data Engineer - HEO Grade
Fixed-term Appointment / Loan / Secondment
(up to 2 years)

Information Pack

Closing date: 10:00am, Monday 17 April 2023

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Download this pack in Welsh on our [website](#), or email recruitment@estyn.gov.wales for a copy.

Introduction



Thank you for your interest in working for Estyn.

It's an exciting time to join us. We're supporting schools and other providers in Welsh education reform including a new curriculum and changing the way we inspect. We play a vital role in enhancing the learning of young people and adults in Wales. Learners are at the heart of everything we do. Our people are committed to working collaboratively to deliver a high quality service to our stakeholders that provides public accountability and supports improvement.

We're looking for an individual who's passionate about data and creating easy to use data visualisation and management tools to join us as a Data Engineer. You will help us provide the infrastructure and underpinning frameworks necessary to enable us to make better use of and provide easier access to our data.

Help us to ensure all learners in Wales get the quality of education and training they deserve. As part of our Central Services team you'll play a vital role in supporting delivery of our key objectives.

Join us and you'll find yourself immersed in a progressive and evolving organisation where you'll get the chance to develop your skills and your career in the wider Civil Service.

This pack contains more details about working with us, information about the roles, and details on how to apply. We've also put together a [Guidance Document](#) with information about the selection process and tips to help you complete your application.

I look forward to receiving your application.

A handwritten signature in black ink that reads "M. W. Williams". The signature is written in a cursive, flowing style.

Mererid Wyn Williams, Assistant Director (Inspection and Central Services)

Why work for Estyn?

Estyn is a great place to work and our people are our most valuable resource. Our People Survey results are consistently amongst the best in the Civil Service.

We value, listen to, and encourage our team members to develop their skills and talents. As one of our team, you'll have access to learning and development opportunities that will help you to develop valuable skills to help further your career. These include individual, team, professional and organisational learning, and continuous development. As a Civil Servant you will have access to a wide range of opportunities across the Civil Service.

When you join Estyn, you'll be supported by a network of colleagues within your team and across the organisation. You'll be given a comprehensive induction about your role and how it fits with the rest of the organisation.

Diversity and Inclusion

We're committed to supporting diversity and inclusion – involving all, valuing, respecting and positively welcoming the challenges of diverse ideas, views and lived experiences. We want to reflect the communities we serve and improve decision making.

We recognise that everyone brings different skills and experience to our organisation, and that this diversity is what makes a strong organisation. We encourage applications from the widest possible diversity of backgrounds, cultures and experiences. We particularly welcome applications from people with an ethnic minority background, as well as people living with a disability.

Smart Working

We're changing the way we work to encourage Smart Working. This means using your time effectively and varying where and how you work to meet business needs in the most productive way. Our Central Services teams are contractually office based but we operate informal hybrid working arrangements where you can split your working time between our Cardiff office and remote working subject to business needs and agreement with your line manager.

Who we're looking for

As a Data Engineer, you will play an important role in providing the infrastructure and underpinning frameworks necessary to enable us to make better use of and provide easier access to our data.

You will:

- Work collaboratively with stakeholders/topic experts across Estyn to improve the collation and flow of data, ensuring that accurate and timely data is available for analysis at the time and in the format that is required to support our processes and procedures
- Translate data into valuable information and develop valuable insights that inform decisions
- Develop and maintain a dynamic suite of business intelligence reports
- Support the building of data streaming systems
- Develop data linkage methods which will ensure consistent high-quality linkage and reduce the potential for duplicated/conflicting linkage
- Establish a baseline for our databases, troubleshoot any issues and then ensure current reporting structures are maintained and improved
- Explore opportunities to automate some of our data management processes – re-engineering manual data flows to enable scaling and repeatable use
- Contribute to the ongoing evolution of our Knowledge Management strategy
- Help us to identify future needs

Your role will include a variety of different responsibilities including:

- Writing database queries to aid with data extraction and/or analysis
- Collaborate with internal and external stakeholders to improve data integration between systems and across the organisation
- Managing the inception, preparation and requirements gathering for new integration projects
- Leading on the technical implementation of engineering pipelines
- Ensuring systems and data solutions are scalable and agile to enable repeatable use of datasets
- Implement data flows to connect operational systems, data for analytics and business intelligence systems
- Producing and maintaining documentation related to data assets including an organisational data dictionary and source-to-target mappings

- Writing ETL (extract, transform, load) scripts and code to ensure ETL processes perform optimally
- Engaging and contributing to work on various projects, and reporting progress via appropriate governance arrangements when required
- Advising colleagues on the appropriate use of data to support business decisions and operations
- Assessing and reporting on data quality and integrity

If you're a Welsh speaker, you will make use of both your Welsh and English language communication skills.

You will:

- enjoy a challenge
- be able to build a data pipeline that ingests multiple data sources
- be great at creating tools that everyone can use
- be a master at thinking through the many complicated steps of turning data into something useable
- have a good track record of managing multiple tasks to meet deadlines
- work collaboratively and flexibly
- be able to work in a changing environment

Our people come from a wide range of backgrounds. You may have worked in a large or small organisation, in a Welsh or bilingual environment, the public or the private sector. You may be making your first step into the workplace, looking for a new challenge or returning to work after a break. This is an excellent opportunity to gain experience in a Civil Service department and enhance your skills. You will have access to learning and development opportunities that will help you to develop your skills and career.

Further vacancies may become available in the future. If more candidates meet the criteria than we need at the moment, we may create a reserve list. We may use any reserve list to fill similar roles in the future.

Job Title: Data Engineer

Duration: Fixed term (up to 2 years)

If a suitable permanent vacancy arises during the fixed-term period, successful candidates may be offered a permanent role. Any permanent appointments will be made using a fair and merit-based process.

Salary: £32,460 - £39,690 (Please note, starting salary will normally be offered at the minimum of the band)

Welsh Language: We work in both Welsh and English and many of our stakeholders are bilingual. For this post Welsh language skills (spoken and written) are desirable.

Location: The role is based in our Cardiff office: Anchor Court, Keen Road, Cardiff, CF24 5JW. We operate informal hybrid working arrangements subject to business needs and agreement with your manager. You will be expected to attend the office some of the time to allow ongoing support and development and to allow you to collaborate with your colleagues. This role can only be worked in the UK and not overseas.

Work hours and flexible working: Full time hours are 37 hours over a five day week (Monday to Friday), excluding breaks.

This is a full-time role. If you'd like to apply to work flexibly, please include a statement in your application outlining the flexibility/preferred pattern you'd like us to consider and the reasons for your request. We will consider your request and our operational requirements in line with our [Flexible Working Policy](#).

Nationality: To be eligible for these roles you must meet the nationality requirements set out in our [Guidance for Applicants](#)

Person Specification

Job specific criteria

It's essential that you:

- Have a proven record of strong interpersonal and communication skills with ability to establish, build and keep strong collaborative, productive relationships
- Can deliver complex and technical information and language in a simple and accessible way for nontechnical audiences
- Can collect, collate, cleanse, synthesise and interpret data to derive meaningful and actionable insights using the most appropriate techniques
- Can understand the impact on the organisation of emerging trends in data tools, analysis techniques and data usage and use innovative tools where appropriate
- Understand the importance of data integrity
- Are able to independently organise own time to deliver according to business needs and priorities
- Can review and optimise code to ensure processes continue to perform optimally and manipulate and quality test data
- Can build and maintain scalable and repeatable pipelines
- Have strong MS SQL Server / SQL and PowerBI / DAX skills

It's desirable that you are able to work through the medium of Welsh (written and spoken).

Key behaviours

The key behaviours for this role are:

- Delivering at pace
- Communicating and Influencing
- Changing and Improving

You can find more information and examples of these behaviours in [Success Profiles - Civil Service Behaviours](#) at Level 3 HEO and SEO or equivalent Grade.

About us – Our work and our values

We are the education and training inspectorate for Wales. Our aim is to improve the quality of education and training for learners in Wales. One of our key roles is to inspect education and training in Wales to give assurance to the public and government regarding educational standards. We help education providers, such as schools and colleges, to improve quality and outcomes. We also advise the Welsh Government about educational policy and prepare reports on a wide range of educational issues and themes.

Vision and Mission

Our **vision** is to improve the quality of education and training, and outcomes for all learners in Wales

Our **mission** is to support education and training providers to develop a self-improving and learning culture through our advice, inspection and capacity building

Strategic objectives

Providing public accountability to service users on the quality and standards of education and training provision in Wales

Informing the development of national policy by the Welsh Government

Building capacity for improvement of the education and training system in Wales

Values

- Place learners at the heart of our work
- Listen, learn and work with others
- Act openly, fairly and with integrity
- Show effective leadership and teamwork
- Promote health, wellbeing and equality in all we do
- Value and respect people and their work
- Encourage responsibility, initiative and innovation

Each year we publish an [Annual Plan](#) that sets out our key activities for the year. Further information about our work can be found on our website: www.estyn.gov.wales/about-us.

As Civil Servants, we model the values, behaviours and standards set out in the [Civil Service Leadership Statement](#) and the [Civil Service Code](#).

Benefits of joining Estyn

In addition to a good work/life balance, job satisfaction, a supporting culture, ongoing learning and development opportunities and professional development, you can also expect other benefits, including the following:



Competitive salary - The salary range is £32,460 - £39,690. Starting salary will normally be the first scale point above your current salary (within this range). You can find the full Higher Executive Officer pay scale [on our website](#). With incremental progression you will normally reach the maximum of the pay scale within three years of joining us



Generous holiday entitlement – 31 days of annual leave, plus 10 public/privilege holidays each year. Annual leave is pro-rated for those who work part-time. Further paid / unpaid leave options available for those to help combine work with other life commitments and responsibilities (e.g. career break, compassionate leave, fostering to adopt etc) subject to business needs



Flexible working - Our normal work hours are 37 hours over a five day week (Monday to Friday), excluding breaks. In addition to your right to request flexible working, you'll benefit from our flexible working hours scheme to help manage your work/life balance.



Excellent pension – Choose from a defined benefit pension scheme with Estyn contributing up to 27.1% of your salary or a defined contribution arrangement. We're part of the *Civil Service Pension scheme*. If you're already in a Pension Scheme, you can freeze this or transfer it into the *Civil Service Pension Scheme*. Find out more details on [Joining the Pension Scheme - Civil Service Pension Scheme](#)



Support for your wellbeing – In addition to weekly wellbeing time credits, we provide an employee assistance programme (EAP) offering access to 24/7 confidential advice and support, including access to emotional support counselling and specialist advisors. We offer a free annual health check, trained mental health first aiders, a free eye care scheme and subsidised seasonal flu jabs. We've achieved the Silver Award for the Corporate Health Standard for our health and wellbeing support. We also provide access to Health Insurance Plans through *Civil Service Healthcare*.



Diversity and inclusion – We want to maximise the potential of everyone who works for us, regardless of their background. We've created a working environment that is welcoming, respectful, and engaging for everyone, with opportunities for personal and professional development



Support for your family life – generous maternity, paternity, adoption, shared parental and parental leave provisions, and flexible working



Tax-free savings – Access to a cycle to work scheme and a green car salary sacrifice scheme



Additional financial support – including an interest-free salary advance for travel season tickets



Special offers and discounts – Access to a range of discounts and exclusive offers for many high street shops, cinemas, supermarkets, holidays, restaurants, gyms and family attractions through the *Civil Service Social Club – Sports and Leisure*. Access to further benefits and services including the *Civil Service Motoring Association*, the *Civil Service Insurance Society* and the *Charity for Civil Servants*

For more information, visit our website: www.estyn.gov.wales/about-us#workingforus

Apply now!

To apply: Add your CV and personal statement to our application form template and complete the information in section 3. Download the template here: www.estyn.gov.wales/working-us/current-vacancies

The information requested in Sections 1 and 3 is required to process your application and monitor the effectiveness of our recruitment activity.

Send your completed application form to: recruitment@estyn.gov.wales

Closing date: 10:00am – Monday, 17 April 2023

We are unable to consider late or incomplete applications. It's your responsibility to ensure that your application is fully completed and is received by the closing date.

We recommend emailing your application. We are currently experiencing delays in receiving post that may mean your application is late.. If you're unable to send your application electronically, please contact Shuna Lovering on 029 2044 6336.

Alternative arrangements or accessible documents: If you'd like to apply or access this document in an alternative format, please contact Shuna Lovering to discuss your requirements.

This recruitment exercise is conducted in accordance with the Civil Service Commission [Recruitment Principles](#) and is regulated by the Civil Service Commission.

Selection process and key dates

As part of the selection process, you will be asked to complete:

- A CV providing your employment history, qualifications, skills and experience
- A personal statement that demonstrates why you're interested in this role and how you meet the essential criteria in the advert/person specification (maximum 750 words)

You can find guidance on completing your application here: www.estyn.gov.wales/working-us/current-vacancies

All documents are available in Welsh and English. Applications can be submitted in Welsh, English or both languages. An application submitted in Welsh will not be treated less favourably than an application submitted in English. Your application may be translated into Welsh or English if required (depending on the majority language of the panel).

The selection process includes:

- **A sift of applications:** The selection board will consider all complete applications. The information you give us in your application is important in deciding whether we will invite you to interview. If we receive a high volume of applications, your application may be “long-listed” before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.
- **Assessment and Interview:** Candidates invited to a panel interview will be asked questions about their skills and experience and how they meet the essential criteria for this role. You will be asked to undertake an online assessment of your MS SQL Server / SQL and PowerBI / DAX skills before the interview. Further details will be provided if you're invited to interview. We use a blended interview technique, allowing us to find out more about you. We use the Success Profiles framework.

Interviews will be held face to face in our Cardiff office.

We will confirm the arrangements when we invite you to interview.

You will receive an email confirming the outcome of your application at each selection stage. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. We will provide verbal feedback on request for anyone reaching the assessment and interview stages once the selection process has finished.

All costs of attending the assessments and interviews are at your own expense. We will not pay any transport, accommodation or subsistence costs related to the recruitment.

The timetable we're working to is summarised below. If you're successful at the shortlisting stage, you will be expected to make yourself available on the interview dates. Applicants who are not available to attend for interview on the dates offered may not be considered for these roles.

If we need to change these dates, we aim to provide you with as much notice as we can of the interview dates. If you're unable to make the arranged interview date, we will try to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

Closing date	10:00am – Monday, 17 April 2023
Sift	18 April 2023
Interviews	25 & 26 April 2023

*Dates may be subject to change

Future vacancies and reserve lists : If you are appointable, but there isn't a suitable post immediately available, we may add you to a reserve list. The reserve list is valid for up to twelve months from the date we confirm the outcome of your application. The outcome email will confirm if you are on a reserve list. If a suitable vacancy occurs during that period, we may recommend you for appointment. We appoint from the reserve list in merit order.

Further Enquiries

If you have any questions about this recruitment exercise that we haven't answered in this pack, please contact Shuna Lovering on 029 2044 6336, or recruitment@estyn.gov.wales

We welcome correspondence in Welsh; we'll respond to you in Welsh, and there won't be a delay in our response.