



MERSEYSIDE WASTE DISPOSAL AUTHORITY

JOB DESCRIPTION

JOB TITLE	ICT and Data Management Officer
GRADE	Band I - SCP 37-39
SALARY RANGE	£46,731 to £48,710
LOCATION	Mann Island, Liverpool
PRIMARY PURPOSE OF THE JOB	<p>To ensure the Authority's contract for ICT provision is delivered in line with SLA and supports staff to fulfil their roles.</p> <p>To deliver and maintain a robust information system for the Future Waste Services contractual payment mechanism</p> <p>To ensure that data handling & verification of contractual payments for the Future Waste Services contracts are executed in a proper manner.</p> <p>To prepare reports and data submissions for future statutory requirements</p>
DIRECTLY RESPONSIBLE TO	Data and Performance Manager

PRINCIPAL DUTIES

Specific Accountabilities of the Role

ICT Duties:

1. To implement the successful delivery of the Information Communication Technology Strategy
2. To be responsible for ensuring the relationship between the Authority and ICT Managed Services provider is maintained and service provided in line with the contract
3. To ensure ICT infrastructure continues to support the Authority's needs, drive continuous improvement and advise on the most suitable ICT services and software solutions
4. To enable ICT business continuity planning and disaster recovery

5. To liaise with the Authority's service provider in the identification and mitigation of any technological risks, ensuring privacy and security regulatory compliance.
6. To identify opportunities to use digital tools and AI to streamline processes and increase efficiency
7. To procure the renewal of the Authority's hardware and software
8. To be responsible for the provision of robust ICT Governance Systems, including document retention and labelling

Data Duties:

1. To deliver a verification system for the contractual payment process for Future Waste Services including the sourcing of appropriate system, development and implementation and ongoing management)
2. To liaise with waste management advisors and contractors to ensure timely provision of accurate and agreed formats of waste management data.
3. To undertake the preparation, cleansing, validation and sharing of appropriate data and develop policies and protocols which will establish ongoing data exchange mechanisms between all stakeholders for future waste services.
4. To maintain a detailed understanding of MRWA Contract information flows and assist the Manager to incorporate all flows consistently into the Data Management System and relevant reporting.
5. To undertake the day to day running of the Data Management Systems to support payment mechanisms and manage communications with stakeholders in relation to information flows.
6. To compile data for a variety of statutory future reporting requirements arising from waste legislative changes
7. To provide support and advice to internal teams in relation to the interpretation and application of future waste services contract payment mechanisms.

OTHER DUTIES

The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.

General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Risk Management

To support and contribute to the delivery of the Authority's Risk Management Strategy and to effectively manage those strategic and operational risks for which the manager has responsibility.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

	Date	Name	Post Title
	31 st July 2025	Nicola Hodge	Data & Performance Manager

