



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## PERSON SPECIFICATION

JOB TITLE	ICT and Data Management Officer		
LOCATION	MRWA, 7 <sup>th</sup> Floor, No1 Mann Island, Liverpool, L3 1BP		
GRADE	Band I		
REPORTS TO	Data and Performance Manager		
<b>MAIN PURPOSE OF THE JOB</b> <ul style="list-style-type: none"><li>▪ To ensure the Authority’s contract for ICT provision is delivered in line with SLA and supports staff to fulfil their roles.</li><li>▪ To deliver and maintain a robust information system for the Future Waste Services contractual payment mechanism</li><li>▪ To ensure that data handling &amp; verification of contractual payments for the Future Waste Services contracts are executed in an appropriate manner.</li><li>▪ To prepare reports and data submissions for future statutory requirements</li></ul>			
ESSENTIAL CRITERIA		DESIRABLE CRITERIA	
EXPERIENCE			
Excellent record of building and maintaining client/contractor relationships		Procurement of ICT services in accordance with Local Government procedures and national legislation including use of frameworks.	
Proven experience of overseeing an ICT service provision contract and driving improvement			
Demonstrated success in delivery of ICT strategies			
In depth knowledge of M365 licencing capabilities and identifying opportunities to deploy them for maximum benefit, including records management			
Have an awareness/understanding of emerging technologies and deployment of			



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digital tools to achieve efficiencies across an organisation	
Proficient in risk mitigation and security of digital assets in M365 and Azure environments	
Experience of liaising between client and contractor through a business continuity/cyber attack	
Experience of Cyber Essential Plus Accreditation	
Advanced Microsoft Excel skills, including: Use of complex formulas (e.g. INDEX/MATCH, nested IFs, array formulas) Pivot tables and pivot charts	Experience of using Cognos (or similar software) to analyse and interpret data
Experience in data cleansing, transformation, and validation for analysis and reporting purposes.	
Ability to read and understand complex payment mechanisms and produce verification measures	Experience of analysing data for large & complex contract payments
Proven track record for identifying information flows and documentation of processes	
Experience of handling large volumes of data and producing a series of reports and visualisations within agreed deadlines.	
<b>QUALIFICATIONS AND TRAINING</b>	
Educated to degree level or relevant work experience in a field relevant to the job	
<b>PRACTICAL SKILLS</b>	
Advanced Microsoft Excel skills including use of complex formulas (e.g. INDEX/MATCH, nested IFs, array formulas) Pivot tables and pivot charts	Ability to collaborate across teams with different operational requirements
Can perform a range of Data validation and conditional formatting techniques	
Macro recording and VBA scripting Power Query integration within Excel	
Working knowledge of Power Query, DAX, and VBA for data manipulation and automation.	
Proficient in writing SQL queries for data extraction, transformation	
Practical experience with Power BI, including report authoring and dashboard creation.	



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Ability to analyse complex information and present that information in a clear manner which can be readily understood by different audiences	
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>	
To have a professional outlook and act professionally at all times	
High level of personal integrity and confidentiality	
Excellent organisational and interpersonal skills	
To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision	
Ability to work well with contractors and key stakeholders	
To have a flexible approach to service delivery implementation	
A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme	
<b>OTHER REQUIREMENTS</b>	
Ability to organise own workload and prioritise effectively	
Ability to meet tight deadlines in a busy working environment	

**Last Updated:** July 2025