

## Data and Processes Manager

### Description

**This Job posting is only open to Internal Applicants at Brent Council**

Salary range: £41,808- £45,021 p.a. incl. London weighting  
Contract: Permanent  
Hours of work: 36 hours per week  
Location: Civic Centre and other locations from time to time

**Join our lovely team and seize this great opportunity to use your analytical skills to provide data insights and show how good you are at looking after the Council's commercial property data while managing over £3.5m of income.**

Brent is a tremendously vibrant London borough where the iconic arch of Wembley Stadium dominates the skyline. Spanning both inner and outer London, it is a borough of huge contrasts in terms of its economic, environmental, ethnic and social make up. Brent's diversity is evident to all who visit our borough and our long history of ethnic and cultural diversity has created a place that is truly unique and valued by those who live and work here.

The council is pursuing a far-reaching transformation agenda that better meets the needs of our community so it is an exciting time to join us.

### The Post

A recent promotion has opened up this exciting opportunity for an experienced Data and Processes Manager to join the Commercial Property Team. This is a great opportunity for the right person looking to progress their career and have an impact on improving processes and services to residents and tenants.

As the Data and processes manager you will have the opportunity to work on a wide variety of projects to support property based services, whilst being able to improve and develop existing systems and procure new systems. You, as the proactive Data and Processes Manager will also have the ability to work closely with key internal stakeholders, whilst also having the opportunity to provide business insight and analysis.

### The Person

- You will bring positivity, energy, enthusiasm, confidence and the ability to navigate through competing priorities to achieve great outcomes for the Council and its residents. You should be a good team player and able to develop and foster excellent relationships with our partners and stakeholders.
- You will have excellent data management experience and strong experience working with customer relationship management systems.
- You will have an eye for detail and have experience of managing data systems and ensuring that data security and confidentiality is maintained.
- You will be experienced at developing procedures for data sharing, evaluating the integrity of databases and continuously improving data management strategies to address business needs.
- You will be able to collect and analyse data to identify trends and provide

### Hiring organization

Candidate-1st

### Employment Type

Full-time

### Beginning of employment

asap

### Job Location

United Kingdom

### Working Hours

40

### Base Salary

euro GBP 41K - 45K

### Date posted

June 2, 2024

clients or management with valuable information that they can use to improve marketing, operational and businesses practices.

- You will be experienced at identifying, gathering, analysing data and making your insights accessible to the team through easy-to-understand graphs, charts, tables and reports and perform statistical analysis of data

Closing date: 06 June 2024 (23:59)

### **Additional Information**

**If you are interested in applying for this job, please start by clicking the “Apply Now” button below. You must provide a supporting statement as part of your application that clearly shows how you meet the criteria on the Person Specification. We will accept a CV in support of your application, however, you should still provide a supporting statement.**

**This position is only open to current employees of Brent Council or Temporary Agency Workers currently working in Brent Council. External candidates are not permitted to apply for internal only roles. Forwarding ‘internal only’ roles to external candidates may lead to disciplinary action being taken.**

Brent Council values the diversity of its community and aims to have a workforce that reflects this and therefore encourage applications from all sections of the community. We positively encourage all applicants to self-identify their characteristics in the diversity survey section in the application.

We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants should be aware that posts working with children, young people and vulnerable adults are subject to an Enhanced DBS check as well as other employment clearances.

The information we collect from you will be shared with Cifas who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. Further details of how your information will be used by us and Cifas and your data protection rights, can be found [here](#).

Brent has a positive approach to flexible working.

As a disability confident employer Brent welcomes applications from people with all disabilities, including “non-visible” disabilities and mental health conditions. We will interview any disabled applicant who meets the essential criteria. If you require reasonable adjustments to be made to any part of the recruitment process due to your disability, please contact us on [recruitment@brent.gov.uk](mailto:recruitment@brent.gov.uk)

[Job Description](#)

**How the process will look like**

Your teammates will gather all requirements within our organization. Then, once priority has been discussed, you will decide as a team on the best solutions and architecture to meet these needs. In continuous increments and continuous communication between the team and stakeholders, you're part of making data play an even more important (and understood) part withing Brand New Day.

### **Job Benefits**

GBP 41K - 45K