

Job Description

*Data Engineer*

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| **Position Title** | Data Engineer |
| **Service Area** | Customer and Data Insight |
| **Team** | Digital, Data and Technology |
| **Grade** | Band H |
| **Reports to** | Corporate Manager – IT & Digital |
| **Responsible For** |  |
| **Financial Accountability** |  |
| **Work Type** | Hybrid |

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm or exploitation.

**MAIN PURPOSE**

Working as part of a team, the Data Engineer will develop and manage scalable ETL/ELT pipelines using Azure technologies such as Microsoft Fabric.

You will be proactive and technically skilled in data engineering with at least 2 years of experience, specializing in Microsoft Azure and Microsoft Fabric. In this role, you will be responsible for building and maintaining scalable data pipelines, integrating diverse data sources, and enabling advanced analytics across the organization. Python is a core skill for this position, and you will use it extensively for data processing, automation, and integration for the business applications.

Operating largely within established frameworks and processes, the Engineer will ensure prompt resolution to incident and service request from the Service Desk using agreed timescales and SLA's, and use agreed project management methodologies to manage projects and programmes.

**CORPORATE DUTIES**

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
3. You must ensure that you comply at all times with the General Data Protection Act**,** relating to personal information held by the Council. Any employee who mis-uses, accesses or discloses personal data relating to a living individual without checking that it is to be used for an authorised purpose relevant to the Authority, may be prosecuted in a Criminal Court, as well as facing disciplinary action.
4. To fully understand and be aware of the commitment to Section 17 ‘Duty of the Crime and Disorder Act 1998 to prevent crime and disorder’.
5. Undertake all duties within the framework of Equal Opportunities. Appling and actively promoting the principles of the Organisation’s Equal Opportunities Policy in all areas of employment and service delivery.
6. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.
7. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

**SERVICE SPECIFIC DUITIES**

1. Design, develop, and maintain ETL/ELT pipelines using Azure Technologies such as Microsoft Fabric.
2. Build and manage data integrations across internal systems, APIs, and third-party platforms.
3. Leverage Python for data transformation, automation, integration with business systems and orchestration tasks.
4. Collaborate with data analysts and business stakeholders to deliver clean, reliable, and well-documented datasets.
5. Optimize data workflows for performance, scalability, and cost-efficiency within the Azure ecosystem.
6. Implement and maintain data models and warehouse schemas (e.g., star/snowflake schema) in Microsoft Fabric.
7. Monitor data quality and implement validation and alerting mechanisms.
8. Document data architecture, integration logic, and best practices.
9. Comply with IT security and data protection and all relevant IT and Information Governance policies and processes as required.
10. Direct and work with Application Vendors to perform upgrades, apply software patches, troubleshoot and resolves issues.
11. Plan and conduct thorough testing of data processes to ensure functionality, performance, and security

1. Maintain and ensure comprehensive documentation is available and up-to-date in support of the Service Desk, ensuring all necessary documentation is passed to the appropriate users
2. Work independently in the field to resolve customer issues tasks when required.
3. Ensure own skills and knowledge relevant to the role is kept up to date in order to provide specialist advice/support service users as required
4. Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including maintaining business continuity and during any civil emergencies.

**PERSON SPECIFICATION**

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| **Position Title:**  | Data Engineer | **Date Reviewed:**  | July 2025 |
| **Service Area:**  | Digital, Data and Technology | **Grade:**  |   |

**Method of Assessment:**  AF Application Form

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|   |  **REQUIREMENTS**  | **Essential**  | **Desirable**  | **Assessed** |
| **1.** | **EXPERIENCE**  |   |   |  |
| 1.1  | Professional experience in a data engineering role | ü |  |  |
| 1.2 | Experience of successfully working in a team. Enjoys working as part of a team and with a range of people to achieve shared goals and objectives | ü |  |  |
| 1.3 | Sound experience of communicating effectively with a wide range of people, proven ability to resolve conflict | ü |  |  |
| 1.4 | Experience working with Microsoft Fabric for data modelling and analytics | ü |  |  |
| 1.5 | Experience with API integrations and handling structured/unstructured data |  | ü |  |
|  |  |  |  |  |
| **2.** | **KNOWLEDGE** |  |  |  |
| 2.1  | Exposure to real-time data processing tools (e.g., Azure Stream Analytics, Event Hubs). |  | ü |  |
| 2.2 | Knowledge of data governance, security, and compliance in cloud environments | ü |  |  |
| 2.3 | Familiarity with Power BI and DAX for data visualization and reporting | ü |  |  |
| 2.4 | Solid understanding of SQL and relational database systems | ü |  |  |
| 2.5 | Strong proficiency in Python for data processing, automation and integration | ü |  |  |
| **3.** |  **SKILLS & ABILITIES or BEHAVIOURS**  |   |   |  |
| 3.1 | Ability to quickly adapt and learn new skills. | ü |  |  |
| 3.2 | Strong analytical and problem-solving skills | ü |  |  |
| 3.3 | Ability to demonstrate and apply exceptional customer care skills. | ü |  |  |
| 3.4 | Ability to work under pressure, be flexible and adaptable in approach. | ü |  |  |
| 3.5 | Demonstrates creativity, innovation and skill in applying solutions for the benefit of the user. | ü |  |  |
| 3.6 | High level of attention to detail with clear written and verbal communication skills and accurate keyboard literacy skills for data entry. | ü |  |  |
| 3.7 | Project manage skills |  | ü |  |
|  | Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards. | ü |  |  |
|  | Focuses on results and achieving personal work objectives. Seeks opportunities for self-development and career advancement. | ü |  |  |
| **4** | **EDUCATION AND TRAINING**  |  |   |  |
| 4.1 | Microsoft Fabric qualifications |  | ü |  |
| 4.2 | Bachelor’s degree in Computer Science, Engineering, Information Systems, or a related field | ü |  |  |
| 4.3 | Willing to undertaken training when required. | ü |  |  |