Job Description

Post Details	
Job Title	Junior Digital Innovation Engineer
Service	Digital, Data and Technology
Team	Digital Innovation
Location	Shute End
Reports to	Digital Innovation Manager
Responsible for	None
Grade	6
Contract Type	FTC (12 Months)
Hours	Full-Time

Main Accountabilities	
1.	Support research, evaluation and analysis of digital tools, emerging technologies and service improvement opportunities, preparing clear findings for review by more experienced colleagues.
2.	Assist with proof-of-concept and pilot activity, working under guidance to test practical uses of digital technologies such as AI, automation, APIs and low-code tools.
3.	Provide first-line technical support and contribute to problem-solving on assigned tasks, escalating complex issues and seeking guidance where appropriate.
4.	Maintain and develop knowledge of relevant digital technologies, using learning, research and horizon scanning to support service improvement activity.

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

5.	Share learning and good practice with colleagues, helping others understand and make effective use of approved digital tools and processes.
6.	Work collaboratively with council teams, suppliers and partners on defined tasks, supporting engagement and ensuring work is aligned to agreed objectives.
7.	Support basic feasibility, risk and compliance reviews for digital activity, applying council guidance on information governance, security, regulatory and ethical requirements.
8.	Contribute ideas, evidence and analysis to support the identification of efficiencies, savings and opportunities for demand reduction through digital solutions.
9.	Assist with preparing documentation, briefings, reports and presentations that explain technical information clearly for non-technical audiences.
10.	Apply creativity, curiosity and an iterative approach to assigned tasks, supporting the development of simple prototypes and reusable digital improvements.

Person Specification	Essential	Desirable
Education/Qualifications	Degree-level qualification or recent graduate-level study in Computer Science, Data, Engineering, Mathematics, Science, Digital Technology, or a related discipline; or equivalent knowledge, skills and aptitude. Ability to apply graduate-level learning to practical work, with a commitment to continuing professional development and supervised learning in a local government digital environment.	Knowledge of local government and, in particular, digital transformation, service improvement, and efficiency agendas within the public sector.
Experience	Some practical experience, academic project work, placement experience or self-directed learning using low-code, automation or digital productivity tools such as Microsoft Power Platform or similar. Basic awareness of automation concepts, including where automation may help improve efficiency or reduce manual effort. Willingness to develop practical skills in RPA, AI, APIs and related digital technologies.	Practical knowledge of some scripting (e.g. Python, SQL).

	Awareness of databases, business intelligence or data analytics gained through study, work placement, project work or equivalent experience. Ability to work with data, produce simple analysis and present information in a clear and accessible way.	Experience in data visualization and manipulation
	Basic awareness of cloud, infrastructure or software concepts, with willingness to develop applied technical knowledge through supervised work.	Familiarity with networking and infrastructure technologies
	Experience gained through study, placement or junior work activity in supporting digital projects, prototypes, automation, AI or emerging technology initiatives.	Experience with API development and integration Familiarity with geospatial technologies
Skills/Knowledge	Ability to contribute to defined project tasks, pilots or proof-of-concepts under guidance, keeping accurate notes and escalating issues appropriately. Awareness of agile, lean or iterative delivery approaches and willingness to apply them in practical work.	Capability for rapid prototyping. Proficiency in agile and lean methodologies.
	Good analytical, numeracy and problem-solving skills, with the ability to investigate issues and draw practical conclusions.	Innovative and creative problem-solving approach
	Understanding of how digital change can support services, users and residents, with ability to gather information and support engagement activity.	Understanding of business engagement to support the introduction of new technology and processes.
	Ability to support simple feasibility assessments by gathering information, identifying constraints and highlighting risks for review.	Experience of risk identification and mitigation in a technical context.
	Awareness of information governance, data protection and ethical considerations, particularly when using data, AI or automation tools.	
	Good written and verbal communication skills, with ability to explain technical information clearly and ask appropriate questions when clarification is needed.	Experience with creating technical solution diagrams
Behaviours/Attributes	Can demonstrate commitment to continuous learning and current knowledge of technology trends	

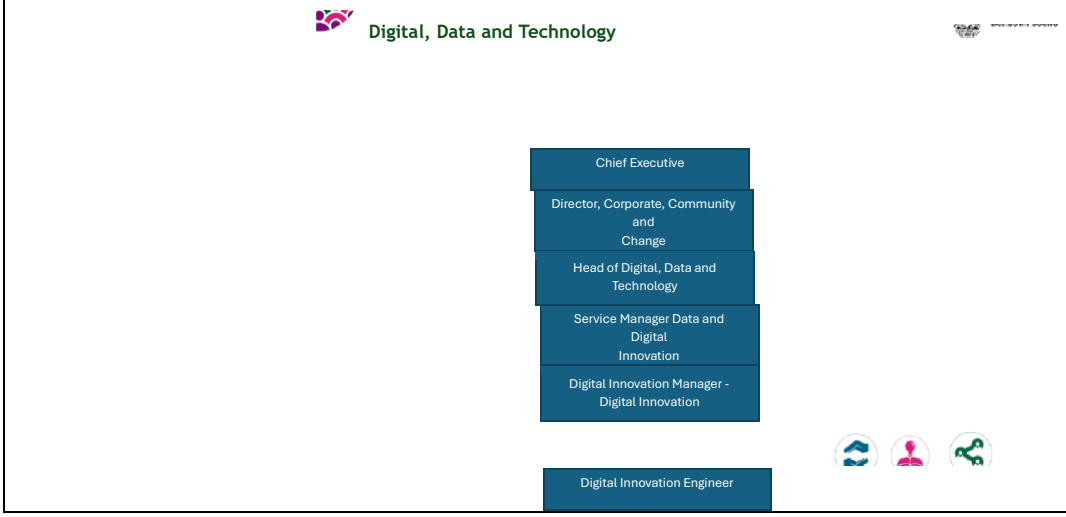
Purpose Details

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Service Purpose	The Digital, Data and Technology service is responsible for is responsible for the creation and delivery of the Councils Digital and Technology Strategy and fulfilling the digital ambition of the Council, including the adoption of technology to improve the customer experience. The Digital, Data and Technology service is made up of the following Service areas: - Operational IT and Project Delivery, responsible for the delivery of end user technology and application services along with delivery of all technical projects. - IT Infrastructure, responsible for security, maintenance and optimisation of the Councils server and network estate that underpins the technologies the Council uses. - Digital Innovation, responsible for Digital delivery including development of the Councils CRM and in-house developed applications. Responsible for identifying and implementation of digital tools specifically with regards to Artificial Intelligence and Automation. - - Data Engineering and Science of the Councils data assets
Role Purpose	The Graduate Digital Innovation Officer will support the Council's digital innovation activity by applying graduate-level learning to practical service improvement work. The role will assist with research, analysis, testing and documentation for digital tools, emerging technologies and simple prototypes. Working under the guidance of more experienced colleagues, the postholder will help explore opportunities to improve efficiency, reduce demand and improve service delivery while developing technical, analytical and local government knowledge.

Supervision and Relationships	
Supervision Received	This post reports to the Digital Innovation Product Owner and will receive regular supervision, task direction and support to develop technical and local government knowledge.
Supervision Given	N/A
Contacts	This post will interact with stakeholders at all levels in the organisation.

Organisation Chart



Resources/Budget Management

None

Special Requirements

Some work outside of standard hours may be required on occasion.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N

Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N
Work Environment Details	Shute End/Hybrid

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
None.

Evaluation Declaration	
Date of Evaluation:	September 2026
Evaluated by:	HR Team