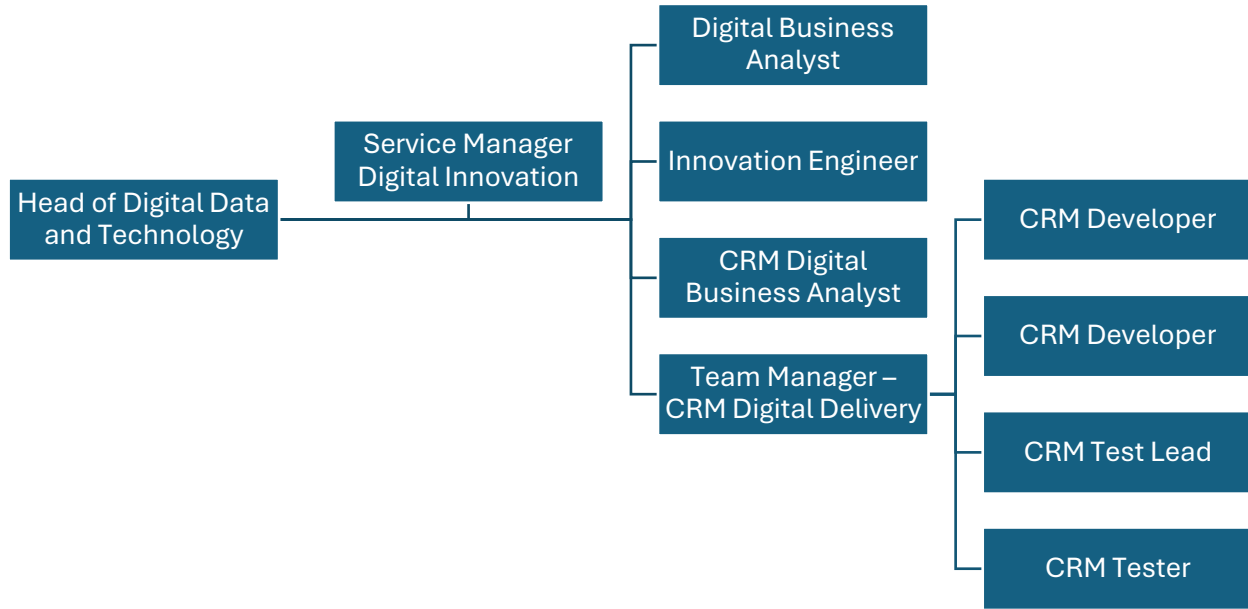
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
Job Title	Digital Innovation Engineer		
Service	Digital, Data and Technology	Team	Digital Innovation
Location	Shute End		
Reports to	Service Manager – Digital Innovation		
Responsible for	None		
Grade	Type of position:		Date
9	FTC		December 2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<b><u>Service Purpose</u></b>			
<p>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.</p> <p>The Digital, Data and Technology service is made up of the following Service areas:</p> <ul style="list-style-type: none"> <li>- Operational IT and Project Delivery, responsible for the delivery of end user technology and application services along with delivery of all technical projects.</li> <li>- IT Infrastructure, responsible for security, maintenance and optimisation of the Councils server and network estate that underpins the technologies the Council uses.</li> <li>- 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.</li> <li>- Data Engineering and Science of the Councils data assets</li> </ul>			
<b><u>Purpose of the role</u></b>			
<p>The Digital Innovation Engineer will play a crucial role in driving delivery of the council’s Digital Innovation programme, focusing on emerging technologies and digital solutions. They will be responsible for conducting comprehensive horizon scanning to identify and evaluate cutting-edge technological trends that could enhance operational efficiency and service delivery. The role involves developing proof of concept prototypes and conducting technical feasibility assessments to validate potential technological interventions.</p>			
<b><u>Main Accountabilities</u></b>			
1	<p>Conduct comprehensive research, evaluation, and analysis of emerging technologies and digital solutions to inform strategic and operational decision-making, focusing on innovative approaches that can transform service delivery and customer engagement.</p>		

2	Identify, shape, and deliver of proof-of-concept projects that leverage cutting-edge digital technologies, such as AI and alongside technical colleagues, help put in place foundational interoperability using APIs and where needed, Robotic Process Automation (RPA), APIs, to enhance organisational efficiency and service capabilities.
3	Serve as a technical point of reference during project deliveries, providing expert advice to internal stakeholders, partners, and suppliers. Troubleshoot and resolve technical challenges collaboratively, maintaining a high standard of technical problem-solving.
4	Continuously explore and maintain current knowledge of emerging technologies, conducting horizon scanning to identify potential opportunities for innovation, and independently updating technical knowledge to ensure the Council remains at the forefront of digital transformation.
5	Actively share technical knowledge with colleagues, promote the use of available tools and technologies, and contribute to building a culture of intelligence, innovation, and data-driven decision-making across the Council.
6	Work collaboratively with a diverse range of stakeholders, including senior managers, suppliers, and partners, to drive forward the organisation's innovation agenda and ensure alignment with strategic objectives and priorities.
7	Perform technical feasibility assessments and risk evaluations of new technologies, considering governance, regulatory compliance, cybersecurity, and ethical design principles.
8	Support and work with the Digital Innovation Service Manager to find and deliver efficiencies, savings, and demand reduction across the organisation through digital innovation.
9	Contribute to the production and review of technical presentations and reports, with a focus on communicating complex technical information in an accessible manner to various audiences.
10	Demonstrate flexibility and creativity in developing innovative solutions, utilising agile methodologies to create rapid prototypes and technical solutions that have extensibility and interoperability across the Council's digital ecosystem.
<b>Supervision Received</b>	This post reports to the Digital Innovation Service Manager and will receive strategic direction and general guidance.
<b>Supervision Given</b>	N/A
<b>Contacts &amp; Working Relationships</b>	This post will interact with stakeholders at all levels in the organisation.
<b>Management of resources or budget</b>	None.
<b>Special Factors</b>	Some work outside of standard hours may be required on occasion.

## Organisation Chart



## Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Degree in Computer Science, Engineering, Mathematics, or Science (or equivalent)  OR minimum 5-7 years of relevant professional experience	Knowledge of local government and particularly transformational Government and efficiency agenda.
Technical Skills.	Essential	Desirable
	Proficiency in low code (e.g. Microsoft PowerApps, Microsoft Power Automate, Copilot Studio or similar)	Practical knowledge of some scripting (e.g. Python, SQL).  Understanding of Robotic Process Automation (RPA)
	Understanding of databases, business intelligence, and data analytics	Experience with API development and integration  Familiarity with geospatial technologies  Experience in data visualization and manipulation
	Knowledge of cloud infrastructure technologies (Azure, AWS)	Familiarity with networking and infrastructure technologies

	Experience of deploying successfully, AI applications/services, automation and emerging technologies.	
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Experience of leading proof of concepts, pilots and projects within a programme of projects or equivalent experience.	Capability for rapid prototyping. Proficiency in agile and lean methodologies.
	Strong analytical and problem-solving capabilities	Innovative and creative problem-solving approach
	Experience of applying technology solutions to improve business processes and find efficiencies.	Understanding of business engagement to support the introduction of new technology and processes.
	Technical feasibility assessment skills	Risk assessment expertise
	Strong experience of information governance and ethical use of AI	
	Excellent communication abilities and experience of translating complex technical concepts for diverse audiences	Experience with creating technical solution diagrams
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	Can demonstrate commitment to continuous learning and current knowledge of technology trends	
<b>Completed by:</b>	Sarah Pena	<b>Date: Dec 2024</b>