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**Job Title**: Mining Consultant and Information Manager

**Department:** Information and AI

**Reports to:** Team Leader- Data Improvement

**Direct Reports:** None

**Location:** Activity-based onsite

**Contract Type:** Permanent

**Grade:** CA5

**Main purpose of the job**

The Information and AI department is embarking on a large programme of work to specifically improve and update the Mining Information Database. This programme will feature a number of projects looking at key information datasets and improving them to ensure this information is fit for the future. In order for this programme to succeed, the Information and AI is looking for a motivated professional to help lead, undertake and quality control this important work.

* Use a Geographical Information System (GIS) to interpret the digital mining information.
* Interpret mine abandonment plans and other historical plans & records to manage, maintain and improve the accuracy and completeness of the digital mining information.
* Review and assess new mining information and update the digital GIS database.
* Support the wider internal business as an expert mining consultant being a point of contact as necessary.
* Provide expert support and guidance to other team members
* Manage the mining information assets across the business.
* Engage in continuous improvement of systems and processes.
* Manage effective and detailed quality control of data improvement project outputs.
* Ensure the business satisfies its statutory, legal and GDPR obligations.
* Provide guidance and support in the setup and the running of future Data Improvement projects.

**Responsibilities**

**Information Provision**

* To provide accurate, complete and timely information services to internal and external customers and stakeholders.
* Provide a professional point of contact for, and on behalf of, the Authority in relation to these activities and data.
* To ensure information and data across all business areas are fit for use and re-use as required for both internal consumption and external exploitation.
* To ensure all information is adequately protected in regards to copyright, database rights, intellectual property rights as well as licence or other contractual relationships.
* To deal effectively with project technical support and problem management.
* To engage in the development of improvement projects, products, services and systems.

**Information Management**

* Ensure that the business information needs are provided and developed to maximise business benefits and to support the research and development needs of the organisation
* To ensure all information is adequately protected in regards to copyright, database rights, intellectual property rights as well as licence or other contractual relationships.
* To provide expert technical support for internal and external customers.
* To provide the technical input to the day to day management of improvement projects to the coal mining records archive and digital database.
* To provide the information technical support as necessary of any developments of ICT systems which underpin the management and provision of information for its re-use.
* To assist the Team Leader – Data Improvement as required.
* To effectively assess and manage data and information risks.

**General**

* Act in line with the behaviours and values of the organisation.
* Manage your own performance to be accountable for meeting individual, team and corporate objectives.
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role.
* Follow and contribute to the improvement of operational and team processes and procedures.
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records.
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money.
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives.
* Support research and development projects.
* Ensure that the Authority’s statutory responsibilities are effectively discharged.
* Carry out any further reasonable requests from your line manager.

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **3** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **3** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **3** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **3** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **4** |

**Person specification**

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| **Job Title:** Mining Consultant and Information Manager  **Department:** Information and AI | |
|  | **Essential Criteria** |
| **Qualifications and Training** | * (No minimum qualification set if candidate can demonstrate relevant experience at desirable level) |
| **Experience and Knowledge** | * A degree qualification or equivalent experience in mining, minerals, geotechnical engineering, earth science, geology or GIS. * Experience of using information in a GIS or CAD application. * Experience interpreting mining related plans and records. * Experience of interpreting geological information. * Experience of data quality. * Competency with use of Microsoft Office software. |
| **Skills and Abilities** | * Attention to detail. * Good communication skills. * GIS/ CAD experience. * Report and specification writing. * Map reading. * Ability to prioritise tasks. * Ability to use initiative. * Proactive, particularly in ensuring the appropriate and correct usage of mining data and the resolution of any identified issues. |

     