

Online DDM – Data Accelerator Project – Spend and Recruitment Proposals

The proposal, if approved, seeks authorisation to spend a proportion of £525,000 of grant funding awarded to the Council by the Ministry of Housing, Communities and Local Government (MHCLG) as part of the Local Data Accelerator Fund, towards the cost of additional staffing costs to enable the delivery of the programme, over a two-year period.

The proposals seeks to use the grant funding to recruit to the following posts on a temporary fixed term contract (FTC) basis for a 2 year period:

- Configuration Analyst (Grade G)
- Data Science/Strategy Lead (Grade J)
- Project/Partner Coordinator (Grade H)
- If applicable, recruit to any potential backfill arrangements to support any internal moves.

There is currently no additional capacity in the existing team to fulfil this work.

Any appointment to the temporary post will be on a FTC or secondment basis and in accordance with the Council's recruitment process. Recruitment for the posts cannot commence until the post has been established in Oracle Fusion.

Should the FTC be extended, the service will need to be aware of the associated redundancy costs after the employee has been in post for more than 2 years. At this point, the recommendation is for the service to consider making the employees permanent, rather than to continue extending the FTC incrementally. If redundancies need to be made after this time, the affected employees should be consulted with accordingly, in line with the Restructuring Principals and Redundancy Guidelines.

It is understood that a job description already exists for the Configuration Analyst post which has undergone a job evaluation process and has been evaluated at Grade G. A job description will be required for the new Data Science/Strategy Lead and Project/Partner Coordinator posts and for these to be evaluated and the grade confirmed by the Job Evaluation team.

The proposal seeks to ring fence the Data Science/Strategy Lead role to the existing team as a development opportunity. A robust business case, which demonstrates a clear workforce development plan is in place to grow their own talent within the team and the pool of applicants is diverse and representative of the community the Council serves, will be required for consideration by the Recruitment Approval Panel.

Recruitment should follow the current protocols, with consideration for the current vacancy freeze and budget/spending controls that are in place. A business case for recruitment to all posts is required, with the support of the relevant Director, and all requests should be submitted through the recruitment portal. The posts will be considered for redeployment. The service should ensure that their recruitment process is supportive of the Council's Equality, Diversity and Inclusion (EDI) strategy and make every effort to attract a diverse pool of applicants.

Management should be aware that the selected candidates should commence on a starting salary of level one within the respective grade, unless the appointed colleague is already in employment at the Council and currently on Level two of the same grade, in which case the employee would be matched over at the rate of pay they currently receive.

There will need to be a support and development plan for the new post holder once appointed in line with managing performance through the probationary policy.

As the post is initially temporary, an appropriate exit strategy must be in place in order to terminate the contract in line with NCC guidance in the event that the post/funding cannot be made permanent at the end of the FTC. Management will need to ensure appropriate timelines are in place to notify the affected employee and give appropriate notice.

Employees should be referred to redeployment in good time, 12 weeks before the end of contract (end of funding), and supported by management throughout the redeployment process.

Sheena Yadav-Staples

HR Consultant

Sheena.yadav-staples@nottinghamcity.gov.uk

Tel: 0115 87 62951