

Severn Partnership

JOB DESCRIPTION DATA DELIVERY MANAGER

NORMAL PLACE OF WORK:

Telford

ROLE SPECIFICATION:

You will be responsible for supporting Technical and Project Managers in the delivery of Geospatial and CAD data outputs to agreed deadlines and quality standards, ensuring all project workflows and quality assurance procedures are consistently applied. Acting as Quality Assurance Lead, you will monitor compliance, identify non-conformances, implement corrective actions, and ensure timely resolution of issues. The role also involves collaboratively planning and scheduling team resources, allocating tasks based on competency to ensure efficient project delivery on time and within budget.

KEY RESPONSIBILITIES:

- Work closely with the Project & Technical Managers to clarify project specifications and client requirements, ensuring the Geospatial/CAD team is briefed accordingly.
- Maintain effective communication with team members and managers to identify risks and constraints quickly, developing mitigations / solutions to project workflows.
- Identify & resolve equipment & software faults promptly, coordinating with the geospatial team to minimise risk to delivery.
- Report project delivery risks and delays to the Project Managers, taking a direct approach to resolving.
- Collaborate with Project Managers and Technical Managers, scheduling resources against project standards and requirements to meet required deadlines.
- Ensure sub-contractors are assessed for competency and capacity to deliver in line with project requirements and deadlines.
- Actively contribute to project de-briefs by capturing delivery lessons learned, identifying opportunities for improvement and encouraging constructive feedback.
- Support Project Managers and Technical Managers as and when required.

OTHER ACCOUNTABILITIES:

- Being fully aware of and actively complying with Munnelly Group's policies and procedures relevant to your own responsibilities.
- Maintain a positive and proactive attitude always respecting fellow Team Members.
- Play an active role in the leadership of the business inspiring a team centred culture of excellence and high performance.
- Keep equipment and your work area clean and tidy as far as reasonably possible.
- Performing any other reasonable duties as directed by line management.
- Initiating continuous improvement in your own areas of responsibility and feedback on own performance, in one to ones and PDR's.
- Provide coaching, mentoring to the geospatial team, promoting continuous professional development.
- Implement a client and team focused inclusive and engaged culture where the Severn Partnership Values are embedded.
- Lead by example with professionalism and integrity, ensuring Severn Partnership values are reflected in inclusive and collaborative working practices.

This list should not be regarded as exhaustive, and the role holder will be expected to deliver other duties relevant and appropriate to the role.

PERSON SPECIFICATION:

- Proven experience delivering Geospatial/CAD projects to agreed deadlines and quality standards.
- Experience applying quality assurance processes and coordinating technical teams and resources.
- Strong understanding of Geospatial and CAD workflows, standards and associated software.
- Effective planning and organisational skills with the ability to prioritise and manage risk.
- Strong problem-solving ability, including resolving workflow, software or equipment issues.
- Clear and confident communicator, able to brief teams and escalate risks appropriately
- Proactive, detail-oriented and quality-focused.
- Collaborative leadership style with the ability to motivate and support team members.
- Professional, resilient and committed to continuous improvement and high performance.