**TRAVELINE INFORMATION LTD**

**OUTLINE JOB DESCRIPTION**

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| **Job Title:** Data Specialist, Intelligent Transport Systems |
| **Reports to:** Open Data Platform Manager, Intelligent Transport Systems |
| **Responsible for:** Creating and collating routes, tickets, location and other public transport data  |
| **Main Purpose of Job:** To provide data to power in house and third-party intelligent transport information systems |
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| **Area of Work** | **Responsibility** | **Result Required** |
| Data creation | Creating and maintaining routes, tickets, location and other public transport data using specialist software | Accurate, timely and complete data for in house data creation |
| Data collation | Collating and coordinating routes, tickets, location and other public transport data from stakeholders and other third parties | Accurate, timely and complete data from third parties |
| Data Coordination and problem solving | Coordination of data supply, investigation and resolution of data errors | Transparent and efficient error free data supply chain |
| Communication | Day to day contact with third parties at a data supply level | Good stakeholder relations to support a transparent and efficient data supply chain |
| Data Management Support | Supporting the Open Data Platform Manager in the collation and publication of the full UK dataset | Resilience in data publication and the efficient running of the data management process |
| General | Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post.Work in harmony with all other personnel and to communicate in an open and courteous manner with colleagues and customers.Actively and continuously review all work-related activities and suggest areas for improvement.Carry out responsibilities in accordance with Company policies and procedures. | Delivery of maximum efficiency and effectiveness.Promotion of effective team working and professional environment.Continuous improvement in quality.Compliance with Company standards. |

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**OUTLINE PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Minimum A level or equivalent in experience
* Excellent knowledge and experience of working with XML, including understanding schemas and processing data
 | * Knowledge of databases and related tools and applications, in particular Access and SQL
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| **Skills** | * The ability to pick up new skills quickly
* Good organisational and analytical skills
* Ability to help create and to operate data systems and processes
* Self-motivator, capable of keeping skills up to date
 | * The ability to work with third parties across a range of organisations
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| **Experience** | * Ability to fulfil job description and the possession of the necessary knowledge and skills sets is as important as experience
 | * Experience of providing excellent Data Specialist services
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