



JOB DESCRIPTION

Title:	Data Engineer (12-Month FTC)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Head of Data
Purpose of job:	We are looking for a Data Engineer to join our growing Data team, supporting the development of our firm-wide data platform. Our platform is a central component of our organisations business strategy, set and endorsed by our leadership board to put data at the heart of our decision making. This role is ideally suited to someone early in their Data Engineering career who has strong SQL and data modelling fundamentals and is looking to further develop their skills within a structured, high-quality data environment. You will work closely with our wider Data team with mentorship and guidance, contributing to the design, build, and maintenance of data pipelines and data models that underpin reporting and analytics across the firm.

Main duties and responsibilities will include:

- Build and maintain data pipelines to ingest and transform data from core business systems
- Develop and refine data models to support reporting, analytics, and insight generation
- Write efficient, reliable SQL transformations across the data platform
- Support the ingestion and structuring of new data sources
- Ensure high standards of data quality, consistency, and integrity
- Contribute to documentation, standards, and best practices across the data environment
- Work collaboratively with the wider Data team to deliver high-quality, production-ready outputs
- Identify opportunities to improve processes, performance, and reliability

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

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Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

PERSON SPECIFICATION

Job Title: Data Engineer

	<u>Essential</u>
Knowledge and Technical Ability:	• Proficient in SQL, including working with joins, aggregations, and data transformations, with an awareness of query performance and efficiency • Familiarity with core data modelling principles, such as designing well-structured datasets and understanding approaches like dimensional modelling • Relevant experience in a data-focused role, such as Data Engineering, Analytics Engineering, or Data Analysis • Excellent project planning and management skills, data analysis, and reporting skills • Strong attention to detail and commitment to data quality and accuracy • Takes responsibility for their own work and is able to handle multiple tasks simultaneously and prioritise accordingly • Able to use initiative and progress projects independently • Effective organisational skills and time management, delivering work in line with deadlines with excellent attention to detail • Continually develops their own knowledge and skills to meet the demands of the role by keeping up with best practice
Client Care:	• Ability to quickly establish effective working relationships across the firm, but in particular with key stakeholders • Ability to work independently and collaboratively on well-defined tasks, with guidance and support • Actively listens to understand; questions and challenges ideas appropriately • Willing and able to collaborate with both technical and non-technical stakeholders by conveying ideas, facts and opinions in clear and understandable terms • Diplomatic and able to give constructive feedback to stakeholders
Firm Wide Skills:	• Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions • Highly proficient in Microsoft Office, particularly Word, Excel and PowerPoint • An awareness of the importance of client confidentiality, information security and data protection • Commercial acumen and a proactive, innovative, learning orientated mindset • Promotes the sharing of best practice and knowledge across the firm
Attributes:	• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding • A team player with a flexible approach and a willingness to work with others in the team and across the firm as needed • Encourages an open culture of feedback and improvement • Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines with strong decision-making skills • Adopts a positive and open 'growth mindset' to change

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All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.