

**JOB DESCRIPTION**

**Children and Young People’s Services**

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|  | **POST TITLE:** | **Data Officer** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | 7  *Job Evaluation Ref No. N10052* |
|  | **LOCATION:** | Your normal base will be at The Work Place, Newton Aycliffe However you will be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**This post is funded until July 2021 through the ESF/YEI DurhamWorks project.**

This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end in July 2021.

**Flexible Working:** Subject to service needs, the Council’s flexible working policy is applicable to this post. The post holder may be required to work outside of normal hours.

1. **ORGANISATIONAL RELATIONSHIPS**

The post holder will be accountable to the Planning and Analysis Coordinator and responsive to the External Programme Manager.

1. **DESCRIPTION OF ROLE**

The postholder will work closely with the Progression Coordinator and the Admin and Data team to ensure that data and related tasks are managed in the most efficient way. The postholder may also be required to deputise for the Planning and Analysis Co-ordinator in their absence.

**8. DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST**

Listed below are the responsibilities this role will be primarily responsible for:

* compiling and maintaining a suite of performance management reports including performance indicators, registration/verification and progression for management information, planning and evaluation purposes
* providing reports on other information to include participant profiles, geographic coverage and other monitored areas
* ensuring that the project’s data is analysed in detail and reports are available which support inspection and audit requirements
* maintaining a detailed understanding of DWP audit requirements to ensure full compliance and compiling the quarterly schemas required by DWP
* training staff in the use of the management information system
* ensuring that system and user documentation is complete, accessible and up-to-date
* contributing to a climate of continuous improvement within the team.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as required by the Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification: Grade 7 – Data Officer

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Qualified to Level 4 in a relevant subject or able to demonstrate significant previous experience |  | * Application form * Selection Process * Pre-employment checks |
| **Experience** | * Experience of analysing complex data and producing high level reports * Excellent IT skills, particularly with regard to reporting systems and data management * Experience of delivering training | * Experience of Local Government or other public sector management information and monitoring systems. | * Application form * Selection Process * Pre-employment checks |
| **Skills/knowledge** | * Concise and accurate verbal and written reporting skills * Ability to work flexibly and adapt quickly and efficiently to a variety of working situations and needs * Ability to work effectively in a team, but also capable of individual initiative * Knowledge of current government agenda for learning & skills * Knowledge of ESF grant programmes and their reporting and audit requirements | * Knowledge of Further Education funding and data requirements * A thorough understanding of Education Management Information systems | * Application form * Selection Process * Pre-employment checks |
| **Personal Qualities** | * Has drive, enthusiasm and a flexible approach to work * Able to plan work and manage time effectively * Able to motivate self and others * Able to work effectively in a team * Able to carry out work with the minimum of supervision * Able to relate effectively to other team members and senior people from other organisations * Must be performance oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service * Flexible approach to working across the LA geography. Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). * Able to work under pressure, to prioritise and to meet deadlines * Open to change and committed to innovative development * Holds high aspirations for young people/young adults. |  | * Application form * Selection Process * Pre-employment checks |