

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Information Officer
<u>PAY BAND :</u>	Band 8
<u>JOB EVALUATION NO.</u>	C2006
<u>REPORTING RELATIONSHIP</u>	Reporting to the Performance Co-ordinator
<u>JOB PURPOSE :</u>	To lead on information provision and produce a range of management information reports from a range of information systems to provide Darlington Safeguarding Partnership with accurate, relevant and timely information regarding all aspects of safeguarding arrangements from partner and relevant agencies.
<u>POST NO.</u>	POS007031
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Complete performance and information reports on behalf of the Darlington Safeguarding Partnership complying with the requirements of the Data Protection Act 1998.
2. To ensure the performance management needs of the Partnership are met, in implementing the performance frameworks as required by the Partnership
3. Identify opportunities for reducing and rationalising the quantity of data, the targets and returns and to carry out the role at all times with a view to minimising the time taken.
4. Provide management information for national and local performance indicators and targets, including financial spreadsheets.
5. To advise the Safeguarding Partners and Relevant Agencies on effective data collection and cleansing.
6. Development of relevant data policies.
7. To assist Safeguarding Partners and Relevant Agencies with changing information requirements.
8. To work with Safeguarding Partners and Relevant Agencies to develop a process of information reporting and analysis that meets and partnership requirements.

9. To lead on a programme of information improvements and data quality across the Safeguarding Partnership to inform service planning and change projects.
10. To lead on delivering an annual programme of intelligence and research reports.
11. Produce regular reports for meetings linked to the Safeguarding Partners and Relevant Agencies as requested.
12. Link to neighbouring Safeguarding Partnerships, local authorities and other agencies for statistical comparisons and benchmarking purposes.
13. Provide advice and guidance to support the development of systems.
14. Evaluate and present information in a variety of formats to suit the target audiences, including Senior Management Teams, Safeguarding Partners, Relevant Agencies and the wider community as appropriate.
15. Provide administrative and functional support to departmental service planning, programming, reviews and projects.
16. Carry out research projects and produce reports as directed by the Performance Co-ordinator
17. Carry out data quality audits on National and Local Indicators ensuring interpretation and data collection meet minimum government requirements or carry out risk based assessments where it may not be possible to meet government requirements.
18. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
19. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
20. Carry out your role in line with the Council's Equality agenda.
21. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
22. Any other duties of a similar nature related to this post that may be required from time-to-time.
23. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: March 2020

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

CHILDRENS AND ADULTS SERVICES

INFORMATION OFFICER

POST NO. POS007031

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	NVQ 4 Level qualification, or equivalent, or Degree in Business, Economics, Statistics, ICT or related field		D
2	Certified Microsoft Excel training at advanced level		D
	Experience & Knowledge		
3	Approx. 3 years' experience of developing, implementing, monitoring and reviewing strategies and policies	E	
4	Experience of giving advice and guidance, instructing and checking the work of others	E	
5	Approximately 3 years' experience of undertaking a management information role	E	
6	Experience of working with other agencies/organisations to benchmark and compare data	E	
7	Knowledge and understanding of IT systems to produce management information reports	E	
8	Familiarity with Data Protection Act 1998 and understanding of Freedom of Information Act 2000	E	
9	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
10	Experience and familiarity with MS Office products for Data Handling (Access, Excel)	E	
11	Experience of carrying out and developing quality checks, procedures and practices		D
12	Knowledge of Local Government performance management frameworks		D
13	Experience of gathering information for Government Departments		D
14	Knowledge and use of computerised performance management systems		D
	Skills		
15	Ability to produce and present reports and information in a variety of visual forms	E	
16	Ability to prepare and present information to non-technical staff without compromising the meaning	E	
17	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	E	
18	Able to prioritise workload and to plan and allocate tasks to meet deadlines	E	

19	Ability to interpret figures with skill and understanding	E	
20	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
21	Able to prioritise workload and to plan tasks to meet deadlines	E	
22	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
23	Ability to maintain accurate records	E	
	Personal Attributes		
24	Flexible approach to working time arrangements	E	
25	Ability to be able to analyse problems and adopt an innovative approach to finding efficient solutions.	E	
26	Ability to work under pressure and prioritise workload to meet deadlines	E	
27	Able to work with a wide range of people		D
	Special Requirements		
28	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	