

Job Description

Post Title: Performance & Data Officer (CC515)

Evaluation: 430 points Grade: N5

Responsible to: Informatics Manager

Responsible for: N/A

Job Purpose:

Maintain reliable and effective data and information services and provide training, support and guidance to service users

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Provide management information across allocated areas of the council, ensuring data are reliable, robust and consistent and that information security is maintained.
2. Manipulate data and information and present it in a range of formats appropriate to the audience to inform planning, commissioning and performance management.
3. Ensure the effective collection, storage, use and provision of data to meet statutory and local requirements, including preparation of data relating to national performance indicators.
4. Support the transfer of information across local partners in line with relevant standards and protocols.
5. Work with ICT staff and system users in the use of key management information systems and provide support for implementation of system upgrades.
6. Support staff to make best use of data and information to improve outcomes, including training in the use of management information systems.
7. Support the accurate and timely completion of statutory data returns to government and other bodies.
8. Support other staff in Informatics & Insights across specific projects or areas of work and contribute to other projects as agreed with the Informatics Manager.
9. Maintain an understanding of national, regional and local system and information requirement changes to promote compliance and best practice.

10. Develop and maintain positive and collaborative relationships with service users and other stakeholders.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.