
 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: Strategy and Improvement
JOB TITLE: Senior Officer – Systems and Information	GRADE: Grade K
REPORTING TO: Manager – Systems and Information	


1. JOB SUMMARY	
<p>To contribute to system strategy, implementation, development and maintenance for Adults' Services and Children's Services.</p> <p>To contribute to the provision of operational management information and data for Adults' Services and Children's Services.</p> <p>Work flexibly across Children's Services and with other directorates, agencies, partners and stakeholders to meet the needs of children, young people and families.</p> <p>To contribute to specific projects, take on responsibility for other areas of work and deputise for your line manager when required.</p>	
2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>Contribute to:</p> <ul style="list-style-type: none"> • Development of a medium term system development strategy programme to support the delivery of service objectives • System implementation, changes and enhancements to support service improvement • Day to day system maintenance and support including user support helpdesk, problem resolution and training • Liaison with system software suppliers and the co-ordination and negotiation of contracts • Management of system replacement projects including data migration • Provision of operational management information and data • Completion of external statutory data returns
2.	<p>Contribute to managing the team to deliver a professional service supporting their training and development needs and undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.</p>

3.	Contribute to managing budgets and the achievement of financial objectives.
4.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
5.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
6.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
7.	To contribute to specific projects, take on responsibility for other areas of work and deputise for your line manager when required.
3. GENERAL	
<p>Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.</p> <p>Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>	
Job Description dated: May 2021	

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: Strategy and Improvement	
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CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Degree or equivalent relevant professional or management qualification or Equivalent level of knowledge gained through relevant work experience 	<ul style="list-style-type: none"> Continuous professional development 	Application
Experience	<ul style="list-style-type: none"> Supporting learning and development Partnership working Promoting a positive culture Customer focus Improving services 	<ul style="list-style-type: none"> Managing teams and people Managing performance Managing finance Decision making Working in local government or public sector 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Effective communication Problem solving Effectively plan and prioritise workload Microsoft Office technology solutions Service-specific information and case management systems 	<ul style="list-style-type: none"> Information governance and security 	Application / Interview

Behaviours	<ul style="list-style-type: none">• Demonstrate the behaviours that underpin the Council's Culture Statement• Leading by example• Collaborative team worker• Handle difficult situations sensitively• Pragmatic, flexible and resilient• Self-motivated, energetic, not easily discouraged		Application / Interview
Other requirements			
Person Specification dated: May 2021			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
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The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	NA
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Helen Ruddick

Date: 6/1/2022