
 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>JOB DESCRIPTION</b>
<b>DIRECTORATE:</b> Children's Services	<b>SERVICE AREA:</b> Strategy and Improvement
<b>JOB TITLE:</b> Officer – Information and Intelligence	<b>GRADE:</b> Grade H
<b>REPORTING TO:</b> Manager – Information and Intelligence	


1. JOB SUMMARY	
<p>To assist in research, analysis, provision and dissemination of information and intelligence to support strategic planning and improvement in Children's Services and all other directorates across the Council.</p> <p>Use effective communication methods, problem solving techniques, Microsoft Office technology solutions and information analysis tools to effectively plan and prioritise workload and meet customer requirements.</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 assist on specific projects and take on responsibility for other areas of work.</p>	
2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	Assist in: <ul style="list-style-type: none"> <li>• Research, analysis, provision and dissemination of information and intelligence to support strategic planning and improvement in Children's Services and all other directorates across the Council</li> <li>• Development of an intelligence-led and analytical approach to strategy and improvement for Children's Services</li> <li>• Development and implementation and maintenance of the Stockton schools and academies information support service</li> <li>• Development and implementation and maintenance of the Council's geographical information systems</li> </ul>
2.	Contribute to the achievement of service objectives.
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.	Assist on specific projects and take on responsibility for other areas of work.
<b>3. GENERAL</b>	
<p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade of the job.</p> <p><b>Other Duties</b> - 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><b>Workforce Culture and supporting behaviours and Code of Conduct</b> – 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><b>Shaping a Brighter Future</b> – The post holder will embrace the Council's "Shaping a Brighter Future" programme.</p> <p><b>Personal Development</b> – As defined by the Council's Culture Statement, all employees will take responsibility for their own development</p> <p><b>Customer Services</b> – 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><b>Policies and Procedures</b> – The post holder is required to adhere to all Council Policies and Procedures.</p> <p><b>Health and Safety</b> – 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><b>Safeguarding</b> – 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>	
<b>Job Description dated: May 2021</b>	

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>PERSON SPECIFICATION</b>	
<b>DIRECTORATE:</b> <b>Children's Services</b>	<b>SERVICE AREA:</b> <b>Strategy and Improvement</b>	
<b>JOB TITLE:</b> <b>Officer – Information and Intelligence</b>	<b>GRADE:</b> <b>Grade H</b>	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ level 4 or equivalent in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work-related experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous professional development</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Supporting learning and development</li> <li>• Partnership working</li> <li>• Promoting a positive culture</li> <li>• Customer focus</li> <li>• Improving services</li> </ul>	<ul style="list-style-type: none"> <li>• Decision making</li> <li>• Working in local government or public sector</li> </ul>	Application / Interview
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Problem solving</li> <li>• Effectively plan and prioritise workload</li> <li>• Microsoft Office technology solutions</li> <li>• Service-specific information and case management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Information governance and security</li> </ul>	Application / Interview

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

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Children's Services	<b>SERVICE AREA:</b> Strategy, Systems and Improvement
<b>JOB TITLE: Officer (Information and Intelligence)</b>	
<b>GRADE: H</b>	
<b>REPORTING TO: Manager (Information and Intelligence)</b>	

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	No
No known risks associated with this role	No

**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: Johanne Parker  
Date: 15/06/22