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

1. JOB SUMMARY	
<p>To contribute to the research, analysis, provision and dissemination of information and intelligence to support strategic planning and improvement in respect of the Extended Duties of the Virtual School, the wider SEND & Inclusion Service, Children's Services and other directorates across the Council.</p> <p>Work closely and flexibly with the Virtual School and wider SEND & Inclusion Service, Children's Services, other directorates across the Council, 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	
<p>1.</p>	<p>Take a leading role in the development and implementation and maintenance of a suite of information and intelligence products to support strategic planning and improvement in respect of the Extended Duties of the Virtual School and the wider SEND & Inclusion Service.</p> <p>Contribute to:</p> <ul style="list-style-type: none"> • 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 • Development of an intelligence-led and analytical approach to strategy and improvement for Children's Services • Development and implementation and maintenance of the Stockton schools and academies information support service

2.	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.
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. Including, but not limited to, contributing to the ongoing business continuity of the Virtual School's information management processes.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.

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.

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.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development


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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

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.


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.

Job Description dated: August 2022

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: Strategy and Improvement	
JOB TITLE: Senior Officer – Information and Intelligence	GRADE: Grade K	

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"> Development and implementation and maintenance of children's social care and education information and intelligence solutions 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"> Children's Social Care Education, including Special Educational Needs 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: August 2022			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Strategy, Systems and Improvement
JOB TITLE: Senior Officer (Information and Intelligence Virtual School)	
GRADE: K	
REPORTING TO: Manager (Information and Intelligence)	

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: 23/08/22