

Management Information Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Assist with operating, maintaining and developing business information systems, including accurate data capture, validation and reporting.
2. Assist with collecting, collating and analysing management information to support decision-making, performance monitoring and service improvement.
3. Excellent organisational skills and experience of maintaining robust information management systems, ensuring clear and auditable data trails.
4. Excellent time management skills and the ability to work accurately under pressure and to challenging reporting deadlines.
5. Ability to produce and present clear and effective reports, performance information and business documentation both in writing and verbally.
6. Ability to work with managers to interpret business data, monitor key performance indicators and support operational decision-making.
7. Ability to develop and maintain effective working relationships with a wide range of stakeholders across services.
8. Knowledge of prioritising workloads and working effectively both independently and as part of a team.
9. Assist with monitoring performance, productivity and resource utilisation, and providing accurate management reports.

10. Assist with maintaining accurate procedural documentation, guidance notes and process instructions.
11. Assist with providing technical advice, guidance or training to users of information systems.
12. Well-developed ICT skills, including use of Microsoft Office applications, data management systems and reporting tools.
13. Good customer service and communication skills.
14. Demonstrable understanding of the importance of data accuracy, governance and confidentiality.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?