

Management Information Officer

Reports to: **Head of Business Management or Head of Performance, Planning and Programmes**
Direct reports: **N/A**

Evaluation: **462 points**
Grade: **N5**
Reference: **CC480**

Purpose

To operate key business information systems including the capture, maintenance, co-ordination and reporting of business information to support effective business operations and to enable robust decision-making and rigorous performance management of services.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To support the operation, management and development of the key corporate and directorate business information systems.
2. To monitor the key business drivers of service areas, ensuring that information pertinent to the management of the service is reported to managers and the Director at appropriate intervals, whilst developing and maintaining a productive working relationship and an understanding of the business environment of these areas.
3. To operate the Directorate's internal reporting mechanisms to enable managers to take operational decisions with appropriate information, ensuring that management information is robustly collected, collated and delivered in an accurate, usable and timely manner.

4. To monitor the productivity and performance obtained from the Directorate's assets and resources, ensuring that appropriate reports are provided to Management Team and individual managers.
5. To monitor the delivery of Directorate programmes, projects and investment in consultation with Directors and Heads of Service and to provide information to support funding bids.
6. To carry out, as directed, surveys, audits and inspections to update key corporate and directorate business information systems and to inform and improve the business management of the Directorate's activities.
7. To maintain clear, accurate and robust information trails sufficient to support audit requirements, to support the documentation and review of the Directorate's internal procedures and to maintain and publicise accurate process information, guidelines and instructions.
8. To support special projects ensuring that operational and strategic business decisions are taken in the light of adequate business analyses.
9. To provide, as directed, technical training, advice and support in the use and application of key business information systems and, where appropriate, assist in the achievement of external quality accreditations.
10. To assist in ensuring that all income due to the directorate is collected in accordance with the Council's policies and procedures.
11. To promote and implement our Equality policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.