



Job Title: Data Officer	Role Profile Number: ENN47
Grade: L	Date Prepared: Feb 2021
Directorate/Group: Enabling Services/ Performance, Intelligence & Insight	Reporting to: Intelligence Lead

Job Purpose

- To collect and process data across Education and Children’s Services
- To follow integrated data collection and reporting processes
- To quality assure data to provide accurate management information
- To support in the completion of statutory returns to Department for Education
- To support performance analysts in the production of analysis and performance reports for Education and Children’s Services
- To act as a point of contact in relation to data for colleagues across the council as well as for the Department of Education and OSFTED

Key Accountabilities

- To collect and process data for statutory returns (e.g. School Census) according to guidance
- To work with external education providers and partners as well as internal departments to assist in collecting relevant data
- To liaise with internal departments and external partners e.g. schools, with the aim of improving the quality of data generated for statutory returns and from management information systems.
- To support the performance analysts with report and dataset compilation across Children Services
- To support in the collection of ad-hoc data as requested for internal and external parties including Freedom of Information requests and Subject Access Requests
- To quality assure data to ensure accurate and reliable datasets are maintained
- Ensuring compliance with GDPR, the Data Protection Act and the Freedom of Information Act
- To assist in maintaining accurate centrally held databases and management information systems
- To support in the extraction and processing of data from internal systems to meet reporting requirements
- To assist in the integration of data from multiple sources through cleaning and matching to answer business needs
- Contribute towards data sharing arrangements and internal data quality/recording practices

- To take responsibility for personal development by keeping on top of latest tools, techniques and data sources
- To pass on knowledge to other members of the team to ensure effective sharing of skills

Supplementary Accountabilities

- Support colleagues across the wider Performance, Intelligence & Insight team to meet demands as required

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Essential

- Experience of working in a team in an office environment.
- Experience of working with data from a range of sources – collecting, processing and quality assuring
- Experience of using databases and management information systems
- Knowledge of MS Office applications Excel and Word.
- Strong English and Maths skills
- Excellent organisational skills with a strong attention to detail in order to provide accurate information

Desirable

- Relevant experience in a local authority and the issues faced by the public sector
- Analytical skills
- Experience of using software packages to analyse and visualise data

Qualifications

Essential

- Educated to 'A' level standard (or equivalent), with Mathematics at GCSE (or equivalent) or extensive compensatory experience.

Decision Making

- Manage a varied workload
- Prioritise tasks to achieve effective time management
- Work in proactive manner
- Identify, investigate and raise any performance, trend data quality issues

Creativity and Innovation

- Ability to develop an understanding of a new working environment and Council services quickly
- Proactively keep on top of guidance and methodology changes.
- Challenge established working processes and develop innovative solutions

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • None <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • None 	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>No specialist assets</p>
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Contacts and Relationships

- Work with a range of internal colleagues and external stakeholders at all levels
- Liaise with the Department for Education and Schools to improve the quality of data generated for statutory returns and from management information systems
- Develop and maintain data sharing agreements with relevant partner agencies
- Work collaboratively with other members of the team and support wider work in the use of performance and analysis
- Good interpersonal and communication skills in order to negotiate requests for work and suggest solutions

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- Ability to travel around Swindon and out for national meetings as required.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	