

<b>Job Title:</b> Data Management Officer (Virtual School)	<b>Grade/ Level:</b> N	<b>Post Number:</b> P/A
<b>Directorate:</b> Inclusion and Achievement	<b>Job Family:</b> Children's services	<b>Date Prepared:</b> 02.09.19

**Role reports to:**  
Business Improvement Lead (Children)

**Job Purpose:**

- Play a key role in improving and maintaining data quality for children's social care and education data.
- Run and interpret validation reports to inform trouble shooting targets in relation to case recording.
- Review business objects reports including MIS systems to ensure all aspects of a child's file are up to date on a routine basis. Meet routinely with managers to understand variations in performance and provide guidance on which data fields feed which performance reports, as well as signposting to definition guidance and interpretation of.
- To proactively support Virtual school and wider directorate in the preparation, migration and maintenance of children's data held on case management systems.
- Support leaders in the development of staff culture that uses case management information and systems to manage children's data to their full benefit and assists them in the delivery of services.
- Support the Data Manager in staff change management in relation to the business applications used within Children services to ensure maximum benefit of usage by staff and management to maximise quality of case recording.
- Play a key supporting role in Virtual school service delivery, particularly in relation to data management, migration delivering on business process and reporting work streams.
- Develop specialist knowledge in relation to the functionality specifics of children's business applications and how it support children's business processes and enables performance reporting. This will include being a Super User of children's case management systems and the "Go to" person for frontline staff who need help entering data correctly.
- To support the implementation of OFSTED and Local Authority recommendations in relation to Children's services use systems, in terms of improving reporting performance, and enabling the efficient management of operational teams by Virtual School management.
- Support the Data manager in the Alignment system use with practice process and work with practitioners under the Data Manager's guidance to achieve this.
- To undertake the testing, evaluation and contribute to the appraisal of and Children Systems software prior to implementation in a live environment.
- Develop business objects report from specifications provided.

**Key Accountabilities:**

- Recording of placement/educational changes for vulnerable children, including the code of provider provisions in line with SSD903 reporting requirements.
- Update the Children's social care case management system to reflect these changes and run reports to consolidate any anomalies with the children's performance team.
- Ensure that children have correct educational details and update the MIS system where necessary to reflect any changes.
- Identify where there are gaps in a child's record and source the data from files/social workers and update the children's social care management system to reflect.
- Support the Virtual school leaders in the running of business objects reports and the validation of data.
- Identification of data quality issues and liaison with team managers/workers and business support to assist through updating of data and guidance on how to maintain consistently.
- Monitoring of data quality areas where corrective actions have been put in place to improve and intervene if necessary to ensure corrective action is sustained.
- Checking key data items are recorded for performance reporting purposes, and have a specialist knowledge on which data items feed which performance reports.
- Work closely with performance analysts and investigate reasons for performance variances with teams. Understand the story around performance variations in relation to data, and escalate to data manager if changes in recording processes may be required.
- Undertaken and train others in all data entry recording processes to ensure that data management is adhered to and quality of data held on system is of a good standard.
- Have a good understanding of the data protection act and information security associated with sensitive datasets held within children services.

**Supplementary Accountabilities:** None**Job Scope:****Number and type of jobs directly managed:**

- None

**Typical tasks supervised/allocated to others:**

- Data Validation/Checking tasks to Virtual School senior leaders
- Guidance on use of data validation reports and associated tasks

**Job Scope:****Direct responsibility for financial resources and / or physical assets:****Budget:** None**Assets:** None

**Knowledge and Experience:**

- A level educated, or relevant qualification within the data analytical field, or equivalent demonstrable experience in working with data (particularly children services data), in an operational environment.
- Good IT literacy skills including intermediate knowledge of Excel and conversant with database applications
- Ability to interpret and present data to operational managers in a way which is insightful to the business
- Experience of analysing data and reporting on trends using a variety of methods
- Experience of data validation within teams
- Experience of informal training delivery to staff

**Decision Making:**

- Methodical and accurate when dealing with data, and application of business rules in conjunction with line manager
- Able to interpret performance indicator guidance and definitions and apply locally to the datasets being processed.

**Contacts and Relationships:**

- Build good working relationships with team managers and Business support staff.
- Sell benefits of good use of data and build trust with teams in the usage and ownership of data.

**Creativity and Innovation:**

- Ability to think through process improvements and work with Data Manager and Head of Business support to implement.
- Innovative ways of presenting/formatting data to help easily target data quality issues and most efficient way to correct them.

**Emotional Demands of the job:**

- Review of safeguarding case information for children.

**Features of the role:**

- The role will involve high levels of data entry and mental demand in terms of concentration to ensure accurate case recording.
- The postholder will be required to travel to sites across Swindon on a routine basis.

Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: