

Job Title: Data Officer	Role Profile Number: SBC_11418
Grade: 4	Date Prepared: Feb 2021
Directorate/Group: Enabling Services/ Performance, Intelligence & Insight	Reporting to: Intelligence Lead
Structure Chart attached:	No

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 establish 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.

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:	