

Job Description

Post Title	Inclusion Management Information Officer
Service/Team	Children's Services - Performance
Reports to	Performance Manager (Education, Early Help and SEND)
Responsible for	0
Number of posts	2

My job improves the quality of life for the people of Bournemouth Christchurch and Poole and plays a key role in improving outcomes for children and young people. With specialist experience, I am responsible for the technical delivery of my role and the corporate competencies, while promoting the corporate values through my day to day work.

Job Overview

- To provide support to the Inclusion and Education Portfolio holder - one of the key areas of responsibility within the Children's Services Performance Team.
- To take responsibility for Statutory Data Submissions data e.g. School Census, Annual Activity Survey.
- To lead and take responsibility for analysing children's, pupils' and/or schools' performance information in line with corporate objectives and improvement plans.
- To produce and present performance analysis for all levels within Children's Services and partners, turning complex data into easy to digest performance information.
- To build supportive relationships with colleagues across Children's Services and beyond to improve performance.

Key Responsibilities

- Creation and dissemination of the Vulnerable List to BCP Schools.
- School Census processing and submission.
- Processing and submission of Statutory Returns Census information such as the School Workforce Census, Electively Home Educated and Children Missing Education, Alternative Provision, Annual Activity Survey (Post 16), School Exclusion Reviews, Parental Responsibility Measures and School Admission Appeals.
- Key stage data collections data cleaning, processing and submission.
- Collation and population of monthly scorecards.
- Post 16 data recording and reporting.
- Data matching and supply of inclusion and education data to various teams (inc. youth justice and HAF project).
- Update of National and statistical neighbour data in BCP products.
- Production of local versions of DfE published data for circulation to relevant service managers.

- Production of exclusion, attendance and school characteristic data tables.
- UPN checks from internal systems and National pupil database.
- Deliver training to new and existing users, responsible for ensuring that all training material is relevant and up to date.
- Data Quality and data checks with all data in the Synergy Case Management System to ensure the information on the children, young people and families is as accurate as possible for Children's Services Teams to use in their business processes.
- Ability to pick up any other system work deemed necessary by the Performance Manager and the Inclusion and Education Analyst.
- Good understanding of the roles and responsibilities of all teams that utilise SCM.
- Completion of Freedom of Information Requests and Ad-hoc data requests
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.

Personal Qualities & Attributes

- Ability to manage complex processes to fixed deadlines
- Able to analyse and present complex information swiftly and accurately
- Excellent interpersonal and communication skills
- Ability to work in collaboration with a range of colleagues internally and externally, to identify, recommend and development improvements to the services provided to children and young people.
- Ability to interrogate an ICT based management information system and make recommendations about improved design based on analysis of customer experience.
- Proven analytical and problem-solving ability
- Commitment to improving outcomes for children, young people and families.
- Commitment to service improvement through understanding of management information

Job Requirements

- Basic check required
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the needs of all service users and stakeholders.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.