

# Job Description

## Management Information and Data Officer

<b>Role Profile</b>	Data and Systems Officer I
<b>Service/Team</b>	Skills & Learning Adult Community Education
<b>Reports to</b>	Funding, Finance & Resources Manager
<b>Response for</b>	N/A
<b>Number of posts</b>	1
<b>Post number</b>	N/A
<b>Career Grade</b>	N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole** by ensuring that Skills & Learning ACE sustains a Community Learning programme within the whole of Dorset through the accurate and timely input of data, submission of data returns to the Department for Education (DfE), and providing Curriculum Teams with key monitoring reports so that they have the necessary intelligence to deliver Outstanding teaching and learning

### Job Overview

To assist and support the provision of effective and efficient business support whilst developing experience, personal skills, and competencies.

### Key Responsibilities

- To support the development and maintenance of a performance management framework for the service, by developing qualitative and quantitative indicators to enable assessment and analysis of data.
- To organise own data entry and document management workflow in consultation with line manager.
- To proactively review and resolve data quality issues in the management information system used to submit data to the DfE, and to work in partnership with colleagues to ensure that data errors are issues are resolved.
- To assist in providing performance data for internal and external stakeholders, working with the MIS & Data Officer where necessary.
- Assist in providing advice and guidance on matters relating to DfE funding guidance, compliance changes and the use of business-related IT systems as required, and as it relates to the role.
- To communicate effectively with all stakeholders to ensure all are fully aware of ongoing activities, changes to processes, upcoming deadlines, and other important information.
- To participate in the development, testing and implementation of new functionality in core systems.
- To support the identification of ways to change processes, systems and reporting to improve the overall quality of student data.
- To handle customer data sensitively and in accordance with data protection regulations.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- 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.

## **Specific Qualifications and Experience**

- Data Technician Level 3 Apprenticeship or equivalent
- Minimum of Level 2 qualifications in English & maths
- Good knowledge of Microsoft Office including Excel, Word, Outlook
- Relevant and transferable experience of a role involving the manipulation and analysis of data
- Experience of effectively working independently and as part of a team.

## **Personal Qualities & Attributes**

- Excellent organisational skills, including planning and record keeping to meet deadlines
- Excellent written & verbal communication skills including report writing and the presentation of data
- Accurate and swift data input skills
- Awareness of strengths and areas for development in own practice and positive attitude towards ongoing personal and professional development
- Able to demonstrate a positive response to change and to being open to new ideas and ways of working
- Initiative required with scope to make decisions within clear parameters
- Commitment to successfully develop the knowledge, skills and behaviours required for the apprenticeship

## **Job Requirements**

- 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.
- DBS check

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