**Transformation Information Management Officer**

**Role Profile**  Specialist BCP Band J

**Service/Team** Adult Social Care – Performance Team

**Reports to** Team Manager – Strategic Planning and Information Governance

**Responsible for** n/a

**Number of posts**

**Post number** TBC

**Career Grade** n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring this part of the job is delivered in this way which has this impact.

**Job Overview**

To provide leadership within the Performance Team for Adults Social Care, Performance Management Information, Data Processing and Analysis, using Python, Tableau, SQL and Machine Learning solution development within the social care reporting environment.

To provide consistent, timely and accurate statistical analyses using Data Visualisation and Reporting.

To take responsibility for specified statistical return requirements to statutory agencies.

To take responsibility to produce contextual, attainment and social care information for the teams across the Local Authority using Data Science research methodologies and Data Mining Techniques

To take responsibility for the collection, collation and reporting of performance management information for specified collections.

**Key Responsibilities**

* To deliver high quality Management Information services to the adults directorate by delivering accurate results to comply with Central Government reporting standards.
* To work with colleagues in other authorities and across the Southwest region to work collaboratively, and to align datasets and modelling where applicable.
* To provide complex statistical analyses relating to data and information using data visualisation.
* To collect, verify and calculate data and information for statutory returns.
* To present and explain to officers’ data analyses and reports, giving both formal and informal presentations.
* To manage data projects, produce reports and explain results to various levels of staff
* To use specialist statistical software to produce data analyses and statuary performance data about Adult Social Care people and carers such as the Safeguarding Adults Collection and Client Level Data return.
* To be responsible for publishing data and documents on specified secure websites and to maintain an electronic filing system.
* To use specialised statistical software to produce data analyses and input, and to retrieve data from computerised systems.
* To develop interactive business intelligence tools to support Operational Teams to be compliant with requirements of the Care Act 2014.
* To give advice and information to adult services and officers in relation to support services, and direction in the use of some software products.
* To provide some team support functions, which involve data importing and data entry into the team’s numerous databases/ spreadsheets.
* To supervise and manage Management Information Officers applicable to assigned function.
* To lead the coordination of data collection and the flow of reports from the ICT Data & Analytics Team.
* To support the Performance Team to develop and learn from actionable insights from [complex] datasets using advanced analytical and visualisation techniques.

**Specific Qualifications and Experience**

* Relevant degree (or equivalent experience)
* Relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development

**Personal Qualities & Attributes**

* High level of resilience
* Excellent attention to detail and organisational skills
* Good emotional intelligence and calm under pressure
* Good communication skills

**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.

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