# Job Description
## Information Assurance Officer

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| **Role Profile** | Specialist Band F |
| **Service/Team** | Virtual School |
| **Reports to** | Lead for Educational Interventions, Assurance and Safeguarding |
| **Responsible for** | n/a_ |
| **Number of posts** _ | 1 |
| **Post number** | |
| **Career Grade** | n/a |

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring effective data systems are in place and able to be used accurately by the Virtual School to support high quality Personal Educational Plans (PEPs) and data returns that lead to improved outcomes for vulnerable cohorts of children.

**Job Overview**

Provide specialist support for data and associated systems and databases, ensuring the availability of accurate management information and analysis that supports business planning and service development, and to ensure that procedures are followed to support quality assurance of data. The role also provides data processing and consistency checks across all systems and may also provide instruction and escalation for more junior roles who assist with data processing and quality.

**Key Responsibilities**

- Provide specialist knowledge of data/systems/databases, processing all data, giving guidance, advice and support to colleagues and partners so that they can use and exploit the resources available and help to tailor reports or analysis to their specific business need.
- Use robust processes and systems for research, collection, processing, verification and calculation of data and management information within the organisation and with partners.
- Conduct regular data cleansing tasks across three systems to ensure that the quality and integrity of data is maintained, and identify risks with current data storage and use, so that lessons can be learned, and future breaches minimised.
- Identify and implement data quality and data capture improvement tasks to ensure system data is of high quality and to create more effective ways of working.
- Provide timely, relevant research, data, information, reports, trend data and interpretations to support business processes such as decision making, business planning, or statutory returns.
- Proactively offer advice and training to data and system users, so that staff are competent in using data systems and processes, and good data governance is present and practised in the department.

- Build relationships and consult with system and data users/partners/suppliers to provide advice, promote the uses of the data systems, and to resolve issues, so that data and related systems are used to enhance and support service provision.

## Specific Qualifications and Experience

- HND Level qualification or equivalent experience.
- ICT qualification (e.g. ITIL Foundation) or equivalent experience.
- Knowledge of the work and associated processes of the work undertaken in the department/business units served.
- Excellent knowledge of Microsoft Office including Advanced Excel and the ability to draw analysis and reports.
- Advanced knowledge of the processes and knowledge of the regulations relating to data protection.
- Understanding of project management principles and how to apply them.
- Experience of interpreting data and producing and presenting clear summary information.

## Personal Qualities & Attributes

- Ability to work independently within a department or business unit, planning ahead for upgrades and developments, and responding to requests for support.
- Strong communication skills to translate technical concepts into accessible language for non-specialists, advise and guide others, and present data analyses and reports to senior officers.
- Ability to present and explain data analyses and reports to senior officers, giving both formal and informal presentations.
- Meticulous attention to detail and problem-solving skills to ensure data accuracy, integrity, and continuous improvement in data quality and system functionality.
- Adaptability to changing technologies and processes, staying updated with the latest data management practices and tools.
- Customer-focused approach to ensure data systems and processes meet the needs of internal and external stakeholders.

## Job Requirements

- Standard DBS check
- 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.