

JOB DESCRIPTION

JOB TITLE	Information Officer
GRADE	Band G
REPORTING TO	Principal Information Officer
JD REF	BUS0118G

PURPOSE

Key role in developing the Service's capabilities for analysing information relating to the performance of schools, analysing information in relation to the broader educational context including services that support children in education settings. Including the completion of a number of statutory returns and data collections relating to education and school settings.

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the collection and submission of the data for child level statutory census returns.
- Responsible for the collection and submission of the statutory data for Key Stage data returns.
- Responsible for the maintenance of the Department's central child database.
- Provide intelligence and insight to shape the delivery and commissioning of services, and their ongoing performance and quality assurance.
- Provide accurate, timely, consistent and relevant performance information and analysis for both strategic and operational purposes.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- NVQ Level 3 or equivalent

Knowledge & Skills:

- Sound analytical and problem-solving capability
- Numeracy skills
- Expert user of Access and Excel
- Understanding of structured query approaches such as SQL



- Support the development of policy related to children and young people through the provision of analysis and intelligence.

Experience:

- Proven experience of working with information systems.
- Proven experience of interpreting and manipulating data.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- IT related qualification.

Knowledge & Skills:

- Knowledge of the School Census and use of SIMS software
- Understanding of the National Curriculum
- Knowledge of the general concepts of school improvement
- Advanced reporting skills in for example Crystal Reports, SQL Reporting Services, Business Objects
- Problem solving skills
- The ability to work closely with senior staff in the Service and in partner agencies
- A sound knowledge of data protection principles and practices.

Experience:

- Experience of planning and carrying through project work
- Ability to design complex calculations e.g. using formulas, visual basic, SQL
- Experience of presenting statistics and information both verbally and in written format
- Understanding of Quality Assurance techniques in order to ensure data is robust and consistent
- Experience of using Fischer Family Trust databases
- Prioritising workload
- Working to deadlines
- Experience of working in a Helpdesk Support environment.
- Experience of developing training materials.

ADDITIONAL INFORMATION

Ability to travel efficiently to meetings within the Borough and occasionally, out of the Borough

DATE OF APPROVAL: 1/3/2018

APPROVED BY: HEAD OF SERVICE