

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Information Officer	JEID	LO203
Salary Grade:	Grade F		
Team:			
Service Area:	Warwickshire Youth Justice Service		
Primary Location:	Warwickshire Justice Centre, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	N/A		

Role Purpose

The post holder will be responsible for monitoring information systems within the Service, and for providing effective performance reporting and management information.

They will also play a major role in the provision of IT training and support to Warwickshire Youth Justice Service (WYJS) staff in all case management and information systems.

Role Responsibilities

1. Liaison with software suppliers and IT support providers to ensure the smooth running and optimum effectiveness of WYJS information systems.
2. Liaison with partner agencies regarding the use and support of the case management systems WYJS use.
3. Through quality assurance processes, maintain and monitor the effective use of the WYJS management information systems.
4. Liaison with practitioners and managers within the WYJS, to ensure that systems operate efficiently and produce reliable data.
5. Preparation and delivery of all reports to government offices, regulatory agencies, internal

management and external agencies as required.

6. Provision of information and analysis to inform management and planning forums and local commissioning of services.
7. Training, support and guidance to staff in the use of information systems and computer based records.
8. Co-ordination of centrally held information and documents.
9. Maintenance of hardware and software inventory in order to provide information to the management team regarding replacement requirements.
10. Provision of reports on trends and equity information regarding local service provision.
11. Provide the management team with information and the analysis of data, to aid the development of WYJS' response to corporate and inter-agency initiatives.
12. Provision of information for national and local service plans i.e. the annual Strategic Youth Justice Plan.
13. Provision of local data and aggregated data for WYJS and partner agency assessment and use.
14. To undertake other duties commensurate with the scale of this post as required by Team Manager.
15. Expectation to work from other bases in Rugby and Nuneaton to meet the demands of the service.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A commitment to anti-discriminatory practice in employment, training and service delivery. All members of staff must take personal responsibility for implementing the WYJS' Race Equality Strategy.	A, I
Extensive knowledge of information technology and management information systems	A, T
Experience in the analysis of data and information handling.	A, T
Ability to successfully influence and negotiate with others.	A, I
Ability to work well in a team and demonstrate interpersonal sensitivity	A, I
Good numerical and analytical skills.	A, T
The ability to communicate effectively both verbally and in writing to a variety of	A, I

audiences.	
Ability to work successfully in a 'change environment'	A, I
Ability to make decisions and show initiative.	A, I
Commitment to personal development	A, I
Mobility essential. Able-bodied applicants must be able to drive. Applicants with disabilities should be able to perform the job with aid, where necessary.	A
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post).	D
Able to respect and maintain confidentiality of information.	A, I
Able to ensure that health and safety responsibilities are carried out in accordance with the Department's Health & Safety Policy and Procedures.	A

Desirable Criteria

Assessed By:

Knowledge of the legislative framework relevant to young offenders and children and young people in general.	A, I
Experience in the use of ChildView, Mosaic and other IT systems	A, T
Experience of working in a strategic planning and information systems role.	A, I
Experience of working within a Youth Justice Service	A, I
Experience in data reporting from ChildView	A
Experience of working in a multi-agency environment	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes	<input type="checkbox"/> Any other frequent driving or prolonged driving

assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	√ Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
√ Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	