

# 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:	Adoption Central England (ACE) Data Manager	JEID	L0456
Salary Grade:	Scale J		
Team:	Insight Service		
Service Area:	Resources Group		
Primary Location:	Saltisford, Warwick		
Political Restriction	None		
Responsible to:	Commissioning Intelligence Manager		
Responsible for:	N/A		

#### Role Purpose

This role has been established to support the Adoption Central England (ACE) programme, ensuring the service maintains and has access to quality data. Specifically, the role's purpose is...

- To coordinate all aspects of data management within ACE
- To fulfil the statutory and local reporting requirements of ACE
- To ensure data quality and consistency of recording across ACE authorities
- To support the associated local authorities in meeting reporting requirements
- To keep up to date with any changes to reporting requirements at a local and national level
- To work closely with Data Managers within the respective member local authorities

## Role Responsibilities

1. To ensure that accurate and timely data is available within ACE to meet all statutory reporting requirements.
2. To ensure all statutory reporting deadlines are met.
3. To ensure accurate and timely data is available to support management decision making at all levels within ACE.
4. To maintain standard definitions for all relevant data items.
5. To create and maintain reporting specifications for all relevant ACE reports.
6. To work with staff across ACE to make sure standardised processes and procedures are in place to ensure the collection of accurate and timely data.
7. To liaise with relevant staff within member local authorities to ensure all necessary data is available to meet their reporting requirements.
8. To administer the ACE tracking system, providing training, guidance and support to users of the system.
9. To produce all required statutory and local reports as required. This will include:
  - a. Completion of the ACE sections of the ALB returns on a quarterly basis
  - b. Regular performance reporting to ACE Board
  - c. Ensuring that Local Authorities have access to the correct adopter level information required for SSDA903 return to the DfE e.g. date matched, adopters characteristics
  - d. Completion of the Adopter level section of Quarterly West Midlands Benchmarking.
  - e. Any other ad hoc requests that may be requested by ACE or by the individual local authorities.
10. To respond to Freedom of Information requests relating to Adoption data.
11. To produce Panel reports as appropriate.
12. To provide analysis and interpretation of ACE data to meet operational and reporting requirements.
13. To undertake benchmarking of ACE data against other Regional Adoption Agencies.
14. To support ACE and its member LAs in delivering any requested ACE information as part of an inspection.
15. To contribute positively to the development of a customer-focused culture, and promote the Council's vision, outcomes, and core priorities.
16. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
17. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
18. To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

## 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).

<b>Essential Criteria</b>	Assessed by:
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent, or with two years' relevant experience in either children's social care data administration or general data management roles</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Considerable experience of Microsoft Office software (particularly Word, Excel and PowerPoint), to manage, analyse and present information</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to interrogate information systems to extract data, and the use and manipulation of datasets and spreadsheets</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Experience of verbal, written and graphical presentation of information</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to communicate information in an attractive, clear and structured format, and be able to adapt information to various audiences</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Be well-organised, flexible, open to change and willing to learn</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to build and maintain relationships across a wide range of services and agencies</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to work individually, and must have the ability to produce quality work within tight deadlines</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to work as part of a team in a dynamic environment</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to organise time effectively and prioritise the workload in line with organisational objectives and statutory requirements</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to respect the confidential and sensitive nature of personal information</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Have a good understanding of data confidentiality, information governance and security</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to travel independently across the ACE sub-region</li> </ul>	I

<b>Desirable Criteria</b>	Assessed by:
<ul style="list-style-type: none"> <li>Knowledge of local authority services, particularly children's social care, and associated reporting requirements in these service areas</li> </ul>	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 assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving 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	<input type="checkbox"/> 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
<input checked="" type="checkbox"/> 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):	