

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:	Data Support Officer	JEID	L0397
Salary Grade:	Grade G		
Team:	Resettlement, Refugee, Asylum Support Team		
Service Area:	Children and Families		
Primary Location:	Shire Hall, Warwick.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:			

Role Purpose

Warwickshire has a well-established history of supporting people relocated to the UK under Home Office schemes as well as those who are refugees and seeking asylum. As a Data Support Officer, you will offer a range of high-quality data management activities, such as inputting, problem solving and reporting.

This role will assist in maintaining the integrity and quality of the data within the Resettlement, Refugee, Asylum Support Team.

Role Responsibilities

Tasks will include:

- To support with the gathering of data required for reports and panels
- To ensure there are clear systems in place to support the high quality of data collection
- To liaise with the resettlement team and partners to ensure that DBS and accomodation checks are booked in a timely manner and recorded clearly
- To support with administrative tasks to gather information and data
- To contribute to the identification of areas where there are emerging gaps in the data and recording
- To contribute to activities that support operational delivery and improvement within the group.
- To support the development, implementation, and expansion of group performance arrangements in the context of corporate requirements.

- To support the production of annual reviews for services to adults, children, young people and families, including the production and monitoring of associated improvement activity.
- To contribute to the production of plans and strategies to facilitate and drive improvement across the group in response to identified best practice.
- To report to senior management trends in the data and areas of good practice and improvement
- To undertake any other duties commensurate with the nature of the post
- To comply with company guidelines, procedures and policies

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 good standard of education, at least to A-level standard or equivalent experience within a complex local authority environment for at least 3 years	A,D
Knowledge of education and/or social care and health services and the ability to apply that knowledge in an intelligence environment	A, I
Experience of data collection, analysis and interpretation from a wide range of sources	A, I
A commitment to anti-discriminatory practices in employment, training and service provision	A, I
Ability to work under instruction on individual pieces of work from a range of sources and to organise workload	A, I
Able to communicate with a wide range of audiences clearly in writing, verbally & through the use of IT, producing clear and concise reports	A, I, T
Ability to explain and present complex information to a wide variety of audiences at all levels of the organisation, to encourage and support the increased use of intelligence information	A, I
Able to work flexibly & manage conflicting priorities within tight time scales	A, I
A high degree of numeracy and analytical skills	A, I
Ability to work with accuracy and attention to detail at all times	A, I, T
A commitment to the maintenance of confidentiality of information	A, I
Ability to work within a framework of information sharing protocols	A, I

Awareness of the sector led improvement agenda	A,I
Commitment to ensuring that health and safety responsibilities are carried out in accordance with health and safety policy and procedures	A

Desirable Criteria

Assessed By:

Experience of working in Resettlement and associated systems such as Foundry, DELTA,	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 hazards 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 in accordance with all Warwickshire County Council policies, procedures and arrangements 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"/> Regular Client Contact or Care	<input type="checkbox"/> Exposure to Noise Levels
<input type="checkbox"/> Lone working	<input type="checkbox"/> Working with Waste or refuse
<input type="checkbox"/> Night Working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at Heights	<input type="checkbox"/> Manual Handling
<input type="checkbox"/> Working in Confined spaces	<input type="checkbox"/> Electric work
<input checked="" type="checkbox"/> User of display screen equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume exposure (COSHH)
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Working with vibrating tools / machinery