

## Kent County Council

### Job Description: *Data Quality Administrator*

---

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Business Development Unit – Systems and Performance Team</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>ASCH Senior Administration Officer</b>

#### **Purpose of the Job:**

The purpose of this post is to assist in ensuring accurate and timely data is held on Adult Social Care and Health (ASCH) systems as identified by the Systems Data Officer, the Data Quality Strategy and as reported by operational teams.

#### **Main duties and responsibilities:**

1. Have great understanding of the Data Quality Strategy supporting ASCH to manage information correctly to identify areas of improvement.
2. Complete downloads of data quality reports for all ASCH systems in a timely manner to support the Systems Data Officer in in-depth analyse of data quality to identify required corrections.
3. Have excellent knowledge of all systems used within Adult Social Care and Health and the business requirements to provide a dedicated ground level view to best support mutually positive outcomes.
4. Complete regular corrections of system data, such as duplicate records or use of wrong fields, to correctly record data identified through data quality check reports.
5. Complete adhoc corrections within the system identified by colleagues in the Systems Team to improve data quality for ASCH.
6. Assist the Performance Team by undertaking data quality checks on reports and data extracts
7. Support the Senior Systems Development Officer and Senior Systems Operations Officer with specific delegated tasks to implement and evaluate new system solutions.
8. Ensure compliance with information governance requirements, Adult Social Care and Health policies, practice standards and service requirements at all times to reduce risks of data breaches and poor inspection ratings.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Data Quality Administrator*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>Criteria</b>
<b>Qualifications</b>	NVQ level 3 (e.g. IT User Skills) or equivalent qualification or demonstrable equivalent knowledge and skills.
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of using advanced Microsoft applications.</li><li>• Experience of using Adult Social Care and Health systems.</li><li>• Proven experience of identifying and rectifying system issues.</li><li>• Experienced in establishing relationships across a wide range of services.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to prioritise workload and work to deadlines.</li><li>• Ability to continually adapt to a changing environment.</li><li>• Excellent oral and written skills.</li><li>• Developed presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences.</li><li>• Strong organisational skills.</li><li>• Excellent attention to detail and accuracy.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Data protection requirements, particularly those relating to data sharing across agencies.</li><li>• Proficient understanding of Adult Social Care and Health business needs and current systems.</li></ul>
<b>Behaviours and Kent Values</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>