

Directorate:	Children, Young People and Education
Unit/Section:	Management Information & Intelligence
Responsible to:	Management Information Service Manager
Grade:	KR11

Purpose of the Job:

The post-holder will lead and manage all data and reporting elements of the Troubled Families Programme, as well as supporting other government-funded multi-agency programmes. The postholder will be responsible for optimising the use of data to ensure that local and national priorities and associated reporting requirements are met. The role will require the postholder to build relationships with a range of partner organisations to encourage the sharing of data to improve business intelligence and to promote positive outcomes for children and families in Kent.

Main duties and responsibilities:

- Manage the Troubled Families programme utilising a project management approach, ensuring that claim submissions to the MHCLG are of high quality and submitted within timescale and that the outcomes plan is continually reviewed and developed in line with national frameworks.
- Lead work with internal teams and external partners to develop a shared understanding of a range of datasets and use a range of technical solutions to link that data to improve business intelligence and develop predictive analysis to identify risk and support early intervention with children and families.
- Produce clear reporting for a variety of audiences so that they can readily understand the findings and use them with confidence to inform decision making.
- Use appropriate data analysis tools and methodology, keeping up to date with techniques and the latest research, and ensure staff are supported to develop these skills.
- Enhance effective partnership working through the development of data collection systems, data sharing agreements and Data Protection Impact Assessments
- Improve access to data and intelligence through development of reporting tools such as Power BI.
- Line management of staff

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

Kent County Council

Person Specification: Senior Management Information Officer

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

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

	CRITERIA
QUALIFICATIONS	Relevant degree level study or equivalent professional experience. Clear commitment to further personal and professional development.
EXPERIENCE	Proven experience of: <ul style="list-style-type: none">- managing, building, analysing and reporting on large, complex datasets.- using data and analytical tools to inform service development- project management and ability to deliver outcomes within tight deadlines- staff management
KNOWLEDGE	Evidence of the use of data modeling techniques and predictive analysis Ability to understand the Children's Services agenda (<i>specific knowledge of the Troubled Families programme is desirable but not essential.</i>)
SKILLS AND ABILITIES	Ability to think strategically and conceptually and be able to apply such thinking to practical outcomes Able to lead on complex analytical tasks leading to coherent and well-informed guidance/advice to customers and stakeholders The ability to quality assure large datasets and statistics derived from those datasets Advanced Excel skills Power BI report writing and data visualisation (or equivalent) Good presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences Good negotiation skills with the ability to interact effectively between different levels of the organisation, between directorates and with other agencies

	<p>Ability to work effectively with minimal supervision.</p> <p>Ability to understand the priorities and importance of own workload and to prioritise in line with team objectives</p> <p>An understanding of performance management theories and practice</p>
KENT VALUES	<p>Be open</p> <p>Invite contribution and challenge</p> <p>Be accountable</p>
GENERAL	<p>Awareness of Data Protection requirements, particularly those relating to data sharing across agencies</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p> <p>Ability to travel to meet the requirements of the service</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>