

<b>Directorate:</b>	Children, Young People and Education
<b>Unit/Section:</b>	Management Information and Intelligence
<b>Grade:</b>	KR11
<b>Responsible to:</b>	Service Manager – Education, Early Years and Wider Early Help

**Purpose of the Job:**

The purpose of this post is to provide operational management to the Management Information team. The postholder will be responsible for statutory requirements, enhancing data quality, system management and development, reporting and data analysis

**Main duties and responsibilities:**

- To provide an operational overview of the team's functions, performance and development within the context of the Management Information Unit and CYPE directorate to maintain a focus on how the team contributes to improved outcomes for Kent's children, young people and their families
- To implement an operational change programme and communication strategy, working jointly with colleagues and maintaining effective channels of communication between operational staff and strategic managers to effectively improve the quality of management information for the CYPE directorate, other KCC directorates, Members, Internal and External Boards and its partners
- To apply specialist knowledge and expertise to the role and operationalise Management Information policy, governance, practice and standards (including secure information sharing processes) in line with legislative and service requirements
- To produce reports in response to requests for information and to support decision making, planning and performance management processes for a range of audiences including Senior Officers, and Elected Members
- To contribute to and co-ordinate business planning and performance management for the team and make a wider contribution to Directorate and local plans through the provision of Management Information
- To oversee the delivery of training for colleagues and customers, including partner agencies as required
- To line manage and provide professional support to operational staff as required, to ensure the achievement of targets, professional

development and the provision of a high-quality service

- To manage operational projects and related resources, lead on the submission of statutory returns and ensure data quality, to ensure a timely and accurate service is maintained.

Footnote: This job description is provided to assist the job holder to know what the 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: *Senior Management Information Officer*

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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>SPECIFICATION</b>	<b>KR11</b>
<b>Qualifications</b>	Degree/NVQ L4 or equivalent
	Evidence of recent professional development
<b>Experience</b>	Experience of managing staff, budgets and projects
	Experience of working within a management information environment and use of MI systems.
	Excellent knowledge and understanding of the legislative and policy framework around services for children, young people and their families and the operational implications for the MI service.
<b>Skills and Abilities</b>	Ability to establish strong positive relationships across the organisation and with partners including a relationship of both personal and professional credibility and trust with senior managers.
	Excellent organisational skills and ability to prioritise work streams and delegate tasks effectively within a team to achieve objectives.
	Ability to understand complex issues, explain them to both staff, peers and senior managers and put in place plans to deliver against these issues.
<b>Knowledge</b>	<p>Demonstrate effective motivational leadership and vision to analytical staff including a positive attitude to change to maintain and develop performance frameworks/delivery of payment by results outcomes in a constantly changing environment.</p> <p>Ability to consult, influence and negotiate at a strategic professional and political level both locally and nationally to ensure the best interests of the Council is met.</p> <p>Good understanding of legislative and policy framework for Education and Young People's Early Help services including proposed developments</p>

**BEHAVIOURS  
AND KENT  
VALUES**

**Kent Values:**

- **We are brave. We do the right thing, we accept and offer challenge**
- **We are curious to innovate and improve**
- **We are compassionate, understanding and respectful to all**
- **We are strong together by sharing knowledge**
- **We are all responsible for the difference we make**