Kent County Council
Job Description: *Management Information (MI) Assistant*

Directorate:	Children, Young People and Education
Unit/Section:	Management Information
Location:	Invicta House
Grade:	KR6
Responsible to:	Management Information Officer

Purpose of the Job:

The purpose of this post is to carry out accurate, timely and high quality data input, collation, processing and analysis to ensure the operational delivery of an excellent management information service for customers including the Children, Young People and Education directorate, other KCC directorates, Members, Internal and External Boards, its partners and education providers.

Main duties and responsibilities:

- To act as the first point of contact for customers, managing queries and handling routine requests for information.

- To collate data and information and present in an appropriate format as required.

- To undertake routine reporting and data analysis, and to assist with the planning of new reports.

- To undertake data entry and data import, and to ensure appropriate data quality checks are made regularly and routinely.

- To support statutory processes and to ensure they are completed by education providers in a timely and accurate way e.g. school census, early years free entitlement.

- To assist with the provision of information and data for Freedom of Information and Data Protection subject access requests.

- To support the organisation and delivery of Management Information events and training programmes.

- To administer standard management information processes in line with legal requirements and agreed practice (including secure information sharing).

- To apply technical understanding to identify systems or data issues which effect the quality of the service and resolve these where appropriate/escalate to Management Information Officers where no known resolution can be applied.

- To liaise with Management Information Officers in order to ensure relevant legislation, policy and guidance is applied to the role.

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: *Management Information (MI) Assistant*

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.

SPECIFICATION	CRITERIA
Qualification	NVQ level 2 or equivalent qualification or demonstrable equivalent knowledge and skills
Experience & Knowledge	Awareness of management information targets, measures and indicators as set by local and national Government. Experience of working in a team that handles a high volume of data and information.
Skills/Abilities	Good technical skills including use of MI systems and Microsoft Office. Good oral and written communication skills including email and telephone communications with customers and colleagues, written correspondence. Ability to work with colleagues from different teams and across organisational boundaries Good analytical skills Good organisational skills and ability to prioritise and complete tasks Project management skills Ability to understand information and learn quickly to adapt to new systems and ways of working Ability to understand and manage data and information and accurately input and extract information using data systems Ability to solve problems using known solutions

| KENT ALUES AND CULTURAL ATTRIBUTES | **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

Our values enable us to build a culture that is:
Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile
Curious - constantly learning and evolving
Compassionate and Inclusive - compassionate, understanding and respectful to all
Working Together - building and delivering for the best interests of Kent
Empowering - Our people take accountability for their decisions and actions
Externally Focused - Residents, families and communities at the heart of decision making |