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Data Quality Officer CE/440

Closing date: 12th September 2019, 5PM

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Department: Education & Skills Services
Contact Officer: Alison Dawes
Telephone: 020 8359 7698

13th August 2019

Dear Applicant

Post: Data Quality Officer (X2)

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the job and working for Mott MacDonald (Cambridge Education), which I hope will encourage you to apply for the post.

To apply for this post, please follow the jobs link at <http://jobs.islington.gov.uk/disciplines>. If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference **CE/440**.

The closing date for applications is Thursday 12th September 2019 at 5.00 pm

Interviews will be held on **Monday 16th September 2019**

If you would like to discuss this position on an informal basis please contact me on 020 8359 7698

I look forward to receiving an application from you.

Yours faithfully

Alison

Alison Dawes
Assistant Director – School Access & Corporate Services

How to Apply

KEY DATES

Closing date for applications: Thursday 12th September 2019 at 5.00 pm
Interviews will be held on: Monday 16th September 2019

To apply for this post you must complete an online **application form**.

Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please follow the jobs link at <http://jobs.islington.gov.uk/disciplines>. If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference **CE/440**.

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (020) 7527 2875.

It is important that you complete ALL sections of the application form.

Next Steps

If you are selected for interview we will contact you by email and/or text message.

About Cambridge Education

Cambridge Education is part of the Mott MacDonald Group, whose annual turnover is more than £1.4billion. Mott MacDonald employs more than 15,000 staff and has offices throughout the UK and in over one hundred countries worldwide. Originally an engineering group, Mott MacDonald has expanded to include education, health, social care and general consultancy both in the UK and overseas. The corporate strength of the Mott MacDonald Group enables Cambridge Education to draw quickly on a wide range of expertise from all parts of our business to ensure that our customers have access to the breadth of capability of all of our staff.

Our approach is based on selecting the best and most experienced staff available; providing excellent leadership, management and support structures; applying robust and transparent project management and quality assurance arrangements; and effecting continuous improvement through the sharing of good practice. Above all, we seek to work in partnership with our customers, sharing responsibility and risk, and making sure that relationships and services are always the best that together we can possibly achieve.

Many of our staff have strong public-sector backgrounds, having worked in schools, early year's settings or in local authorities. Whilst our base is in Cambridge, we have access to regional offices and infrastructure in over thirty UK locations via our parent company. In addition, many of our staff are home-based, making it easier for them to maintain close links with local authorities, schools, colleges and higher education institutions in the regions they serve.

Our people are our most valuable asset and we are hugely proud of their talents, achievements and commitment as we strive towards making a positive difference to the provision of education both in the UK and the developing world.

We do our utmost to provide a stimulating and rewarding environment for working and learning – not only to attract the best but to keep you once you've joined us. As the custodians of the company for future generations, we keep long-term prosperity and career development at the heart of our ethos.

We follow a clear set of values for which we are all accountable to both our colleagues and clients. Our corporate vision is clearly defined in our business plan and shapes our decision-making. So, if you join us you will become part of a successful company that knows where it's going and you will know what is expected of you.

Cambridge Education working with Barnet.

On 1st April 2016 the London Borough of Barnet awarded Cambridge Education a contract to deliver a range of education services to the Barnet community. Until the end of March 2024 at least we will be responsible for the provision of the full range of council services currently available to support schools and families (including for example, school improvement, school admissions, services for children with special educational needs).

The Advertisement

Post: Data Quality Officer

Contract: Full-time 36 hours per week, Permanent

Salary Scale: **£30,213 - £33,291 per annum (inclusive of LW)**

Location: 2 Bristol Avenue, Colindale, London NW9 2EW

We currently have a vacancy which will offer an exciting opportunity to be part of a team of data analysts providing an exceptional data management service across the boroughs schools and the Education and Skills.

In this challenging opportunity you will need experience of data management in a large organisation, be highly computer literate and have experience of database reporting systems. You will also need to have a keen eye for detail and have excellent communication skills to be successful in this role.

You will have the opportunity to develop your skills and be part of the development of this newly re-structured team.

For an informal discussion about his post please contact:

Alison Dawes either by email: alison.dawes@barnet.gov.uk or by

Phone: 020 83597698.

Closing date for applications: 12th September 2019 at 5.00 pm

We value diversity.

Job Description

Service:	Education & Skills
Location:	NLBP
Job Title:	Data Quality Officer
Grade:	24 -28
Reports to:	Data Services Manager

1. Purpose of Job:

- Support the effective management of Education & Skills information management systems ensuring they enhance and maximise the efficiency and effectiveness of the Service and enable the service to meet its statutory duties.
- Provide accessible and responsive technical support in respect of Education & Skills ICT systems, via a help desk or other similar approach and provide training to users, including partners
- To deliver an efficient data and information management service for the Education & Skills Service.
- To ensure that data management and protection policies and protocols are adhered to within Education & Skills

2. Key accountabilities/duties/responsibilities:

- Act as a point of contact and technical specialist (where appropriate) for Education & Skills data management and ICT systems. Take ownership of resolving issues speedily.
- Provide a data management service, including uploading, data entry, data cleansing, reconciliation of data between systems.
- Ensure the integrity and accuracy of data is maintained at all time, and data is held, transferred and used in a secure manner and in accordance with local and statutory guidelines.
- Support the administration of Education & Skills ICT systems
- Support users (including partners) in accessing systems by delivering appropriate advice and training to help users to get maximum added value from the systems.
- Support the timely generation, analysis and distribution of standard and bespoke data reports in order to meet business requirements, including management information and statutory returns.
- Prepare statutory reports accurately, on time, and to format
- Enable and encourage service users to generate their own reports where this is judged a more efficient use of resources, using the data reporting tools available.
- To develop and maintain an understanding of the service's business processes. Keep abreast of the latest developments in current practice and technical developments
- Share knowledge across data and systems team to support shared understanding, best practice and information sharing.
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- Support the Early Intervention and Prevention team to maintain an effective relationship with the Customer Service Organisation, ensuring section 12 duties of the Children Act 2006 are adhered to. (for schools and settings team)
- Deliver the traded data services to schools, ensure services are delivered on time and to the highest specification

Key accountabilities

Managing Service Direction

- Support a high-performance culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.

Strategy and Policy Development

- Contribute to team and service plans ensuring that they reflect service priorities and objectives.

Performance and Customer Focus

- Support rigorous and effective performance management processes to drive forward service improvements, including managing, monitoring and reporting on service
- Ensure that outstanding customer service is being delivered on a day to day basis in line with service standards.

Financial Responsibilities

- No direct budgetary responsibility. Ensure the service delivered operates within a culture of value for money and cost efficiency'

Leadership and Management

- No direct management.

Programme & Project Management

- Within service area, deliver all projects to a high standard and within project and programme management standards

Communication & Influence

- Ensure all communications are clear, effective and appropriately targeted in compliance with communication standards.
- Work closely and collaboratively with colleagues across the Service and partners to ensure business activities are appropriately integrated and joined up.

Health and Safety and Data Management

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all business processes and communications, in compliance with national and local procedures and protocols.
- Ensure that all personal data is handled securely and in strict compliance with the data protection legislation.

3. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the service develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

Person Specification

Service:	Education & Skills
Location:	NLBP
Job Title:	Data Quality Officer
Grade:	24 - 28
Reports to:	Data Services Manager

Knowledge, training and experience

- Some recognised relevant qualifications in ICT or data management and/or equivalent experience and training in a related business environment.
- Educated to degree level or equivalent (preferably in a relevant discipline)

Planning, organising and controlling skills

- Competent and confident in the use of standard Microsoft Office products such as Word, Excel, Powerpoint.
- Proven competency to handle confidential/sensitive personal information in an appropriate and secure manner
- Proven ability to competently support specialist database systems
- Competent user of an electronic document and records management system
- Experience of supporting and training others in the use of computer systems
- Competent in the use of data base reporting systems
- Knowledge and competency in using systems employed within Education desirable
- Highly computer literate with the ability to develop and impart specialist knowledge and expertise
- Ability to deliver successful and innovative solutions to business challenges
- Evidence of effective timely delivery in a demanding environment.
- Successful experience and/or knowledge of working within a local authority, or in an equivalent organisation/environment desirable

- Political awareness and proven ability to handle the Councillor/Officer interface effectively and professionally in a way that establishes confidence, credibility and trust
- Able to support staff to deliver service objectives
- Ability to analyse complex information quickly, reaching and articulating decisions with clarity.
- Proven record of achievement in delivering:
 - high quality, accurate and timely work
- Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered
- Ability to manage a complex workload and meet tight timescales
- Highly accurate and efficient
- Commitment to embrace the principles of equality in the delivery of the service
- Sound understanding of the principles of safeguarding and committed to safeguarding children and young people
- Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.

Communication and influencing skills

- Evidence of ability to communicate potentially complex issues in an effective and clear style.
- Ability to advise, persuade and influence stakeholders in a professional and effective manner.
- Excellent written and verbal communication skills. Ability to communicate accurately and appropriately with members of the public and senior management
- Proven ability to deliver a high standard of customer care
- Ability to work effectively with senior managers, staff, schools, external partners and to establish confidence, trust and credibility
- Ability to build and nurture good working relationships with colleagues and other stakeholders.
- Recognises the importance to the service of active partnership working and embraces partnership working where relevant to deliver services most effectively and efficiently