



Job Description

Job Title: Information Project Officer

POSCODE: 1870

Grade: G19

Overall Purpose of Role

1. To support the development and delivery of a Business Knowledge Support Service that supports the new children's organisation
2. Coordinate and maintain the Children, Families and Education Systems to collate, research, input, retrieve and store data and produce reports as required in line with all appropriate service policies and procedures.

Main Accountabilities

1	To work with the Operational Brokerage Manager to support the development of the Support Service and streamline processes to meet the needs of the organisation
2	To maintain the Children's Trust Systems to collate, research, input, retrieve and store data, and produce reports as required in line with all appropriate organisational and service policies and procedures.
3	To report, analyse and present data on a range of Children's Trust services processes to support the service in relation to performance management and financial control
4	To work with the operational brokerage team transaction to deliver key transactional processes
5	To act as a key point of contact for operational services on identified processes to ensure a constituency of delivery and ease of access.
6	Works closely and jointly with the other service members as required to ensure continuity of support for Childrens trust and undertake other tasks as appropriate to the role to meet the needs of the business.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
 We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to GCSE standard or equivalent professional qualification or business experience	Maths and English Grade C or above	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Local Government	A knowledge of working within a local government setting and working across key stakeholders	Desirable
Children's Service	Experience of working within a Children's Service environment	Desirable
Business Support	Experience of working within a business support capacity	Essential
	Knowledge and understanding of data protection and information management regulations.	Desirable
Skills:		
Numeracy and Literacy	Excellent numeracy, analytical, interpretative attention to detail. Ability to summarise complex information effectively.	Essential
IT	Competent in the use of IT	Essential
Communication	Must be able to establish effective communication across myriad channels. Must have good written communication skills	Essential
Experience:		
Working Relationship	Experience of establishing strong working and effective relationships across numerous stakeholder groups..	Essential
Change Management	Experience of working with a fast changing, dynamic environment.	Essential

Disclosure Level		

What DBS Level is required for this post?	
None	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>