

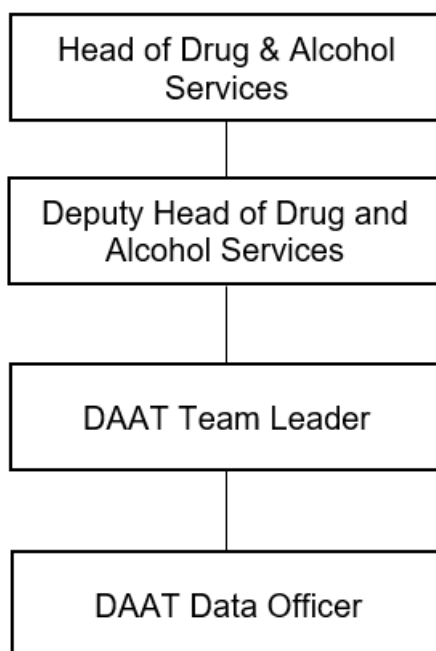
## JOB DESCRIPTION

<b>Job Title:</b>	DAAT Data Officer		
<b>Directorate:</b>	People	<b>Salary:</b>	<b>£25,989 - £29,540 FTE</b> plus £729 London Weighting (£14,048 - £15,967 plus £394 LW pro rata for 20 hours per week)
<b>Section:</b>	Adult Social Care	<b>Grade:</b>	<b>BG-I, SCP06-14</b>
<b>Location:</b>	DAAT	<b>Work Style:</b>	Fixed

### Key Objectives of the role

- To record confidential data on to the National Drug Treatment Monitoring System to accurately reflect service activity, become the service lead for the NDTMS and provide reports on request.
- To accurately record local data and prepare monthly reports to the management team in order to improve engagement and retention within the service and identify any performance issues.
- To collate data from a range of data sources and use this data to inform an annual assessment of activity and unmet needs

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- To set up a system with the staff whereby all data to be recorded on to the NDTMS is provided in a timely manner and set reminders and deadlines for updates to be provided
- To record all relevant information on the NDTMS, submit the data on a monthly basis and rectify any data quality issues prior to the final submission
- To ensure that any issues with the data that are highlighted to staff and that they are supported to rectify any issues
- To undertake regular audits to ensure that records are accurate, and all reviews are up to date.
- To cross reference client records on LAS and the NDTMS to ensure that clients are open on both systems
- To ensure that the local activity information is recorded correctly, check that clients have been contacted and request updates from staff as required.
- To prepare monthly and quarterly reports based on local activity data for dissemination to senior staff within the council, elected members (if requested) and colleagues within the team. Highlighting any service deficit's in a timely way
- To collate the data required for the annual needs assessment, analyse it and complete the assessment highlighting any gaps in services to inform future plans
- To collate the data required for the Police and Crime Commissioners Office in respect of the projects funded by them
- To provide training to staff on data systems as required
- To be responsible for providing the information requested in respect of freedom of information request.
- To provide general administration support as required.

## Scope of role

There is no budget responsibility

All employees working with children, young people and adults at risk have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	5 GCSE's (Grade C or above) or equivalent including Maths and English.  Advanced skills in using Excel	Qualification related to Information Technology
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>IT literate and competent in use of Word, Excel, Power point and Share Point.</p> <p>Excellent administration skills, telephone answering, maintaining computer-based information accurately</p> <p>Previous experience of working in a similar role</p> <p>Experience of data entry and interpreting and analysis</p> <p>Experience of preparing reports containing data the analysis of that data</p> <p>Awareness of the importance of confidentiality</p> <p>Commitment to anti-discriminatory practice.</p> <p>Ability to work effectively within a team and to work using own initiative without supervision.</p> <p>Excellent telephone manner.</p> <p>Effective time management and attention to detail.</p> <p>Ability to work in a pressured environment.</p>	<p>Knowledge of the National Drug Treatment Monitoring System</p> <p>Previous experience of working in a local authority</p> <p>Knowledge of substance misuse and the impact of it on communities</p> <p>Knowledge of the criminal justice system.</p>
<b>Work-related Personal Requirements</b>	Able to work within a busy and demanding environment with individuals who may present with complex needs.	

	Maintain a professional attitude at all times
Other Work Requirements	<p>A satisfactory Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

