Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Data Assistant | **Director/Service/Sector** Children’s Services | **Office Use** |
| **Band:** 2 | **Workplace:** County Hall | **JE ref: 3840****HRMS ref:** |
| **Responsible to:** Data User Liaison Officer | **Date**: 06/04/2021 | **Manager Lever:** N/A |
| **Job Purpose:** To assist with the maintenance of the databases of pupils / clients in Northumberland and liaise with users |
| **Resources** | Staff |  |
| Finance |  |
| Physical | Considerable demand for precision and speed. Records in Pupil/Client databases. |
| Clients | Some direct impact on the wellbeing of individuals. Schools/Council officers |
| **Duties and key result areas:**1. To assist in the production of pupil level statutory returns for central government.
2. To assist in the transfer of data from schools pupil database to the central pupil database (EMS/ONE).
3. To assist with the identification of the needs of EMS/ONE users
4. Train users in the use of the various EMS/ONE modules.
5. Input data into EMS/ONE for all sections of Children’s Services as required.
6. Provide support and guidance to school staff in the statutory production of the Common Transfer File (CTF).
7. Provide administration, support, training and advice on electronic document management systems.
8. To support the Systems Support & Development Manager in the development and maintenance of the education ICT applications used by Children’s Services, ensuring consistency and compatibility with existing systems.
9. Work across the Systems Support and Performance teams providing support with data as agreed with managers.
10. Undertake any other duties and responsibilities consistent with the nature, level and grade of post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: |  |

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**PERSON SPECIFICATION**

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| **Post Title:**  Data Assistant | **Director/Service/Sector:** Children’s Services | Ref:  |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| Good GCSE grades in subject(s) that show an ability to work with and process data | GCSEs to include English Language and Mathematics.Relevant IT Qualification | Application |
| **Experience** |
| Experience in maintaining data in an electronic system (experience could be work-based or via study) | Experience of working in education &/or social careExperience of working with client, pupil or patient based systems, with an understanding of the associated data protection and information sharing issuesExperience of carrying out systems administration, such as updating user access and code tables | Application |
| **Skills and competencies** |
| An ability to engage with colleaguesThe ability to learn quickly and to adapt to changesAbility to train users The ability to work to tight deadlines | Understanding of the Data Protection ActGeneral understanding of education and children’s social care | Application & Interview |
| **Physical, mental and emotional demands** |
| Initiative and independence: Job involves working within recognised procedures, with some room for initiative and will respond independently to some unexpected problems and situations Mental: Lengthy periods of concentrated mental attention.Physical: Considerable demand for precision and speed. Attention to detailIntegrity |  | Application & Interview |
| **Other** |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits