

Job Description

Job Title: MI Assistant
Reports to: Assistant Team Manager
Salary: SCP 18-22 , £19242 .00 - £21954 .00
Location: Gloucestershire/Remote Working

Purpose : To carry out day-to-day maintenance of the service's databases, perform data entry/checking tasks and produce management information reports. Assist with providing first line support for Gloucestershire Youth Support Team staff so as to assist the MI Team to inform strategic and operational reporting and decision making.

Main Duties and Responsibilities

1. Ensure adherence to the company's equalities and diversity policy.
2. To support the production and submission of regular statistical reports and returns.
3. To provide statistical analysis reports in relation to NEET and other key performance areas.
4. To contribute to the maintenance of the IYSS database, including data cleaning/checks.
5. To contribute to the maintenance of other YST databases/datasets, to include checking quality and accuracy of data, and liaison with appropriate staff to remedy errors.
6. To lead on the administration of the Performance Team Helpdesk, as guided by the MI Officers/Team Manager .
7. To co-ordinate production of the Service Performance Report, including requesting data and collating responses.
8. To assist with obtaining/providing MI from/to partner agencies and to contribute to the import of bulk data into IYSS.
9. To assist with Project Work required from the Team, including preparation of lists, call centre support and update reports.
10. To contribute to the preparation and maintenance of training materials and user guides and offer information/support to database users as required .

11. To provide ad hoc reports based on the YST data, with support from the MI Officers.
12. Other duties commensurate with the level and nature of the post.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> NVQ level 2 or equivalent. (E)
<p>Experience</p> <ul style="list-style-type: none"> 1 year's relevant experience, including the input of data and maintenance of an MI system. (E) Knowledge of word processing, spreadsheets and databases and associated reporting methods. (E) Awareness of Data Protection legislation. (E) Experience of using Crystal reports/databases. (D) Experience of data output, analysis and presentation of data. (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> Able to meet tight deadlines. (E) Willingness to travel to other offices when required. (E) Prepared to undertake additional training. (E) Able to demonstrate good mathematical problem-solving skills. (E) Good organisational skills. (E) Effective communication skills. (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> Ability to work as part of a team with a flexible approach. (E) Ability to undertake work on own initiative. (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) This post requires a Disclosure and Barring Service Check at an Enhanced level. (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Hold a current, full driving licence which is valid for driving in the UK. (D)
- The Youth Support Team is a 9:00am-9:00pm service with a requirement to work outside of normal office hours. (E)