Job Description

Title	**Management Information Co-ordinator (Data & Statistics)**
Responsible to	Regional MIS Manager
Main Office Location	Coventry & Home Working
DBS Disclosure	Enhanced
Salary	**£22k**

To comply with and understand Prospects safe guarding policy and procedures and take action as appropriate in relation to children and vulnerable groups regarding matters of safety, protection and wellbeing.

Prospects is committed to promoting equality of opportunity, valuing diversity and eliminating discrimination, as a core value.

Job Summary

Working as a member of the Midlands Management Information Team you will support the achievement of the teams objectives.

You will work independently on a day-to-day basis, in order to ensure that all contractual requirements in relation to the coordination of management information is achieved.

The tasks involved in this role will involve:

- Development and Maintenance of Databases
- Management Information
- Building and Maintaining External Relationships
- Quality Assurance
- Data Analysis
- Mass Data Processing & Manipulation
- Training and Support
- Performance Indicators

Tasks

Development and Maintenance of Databases

- Co-ordinate the development of the CCIS database.
- Use appropriate tools to develop and maintain the CCIS database
- Carry out essential database maintenance tasks as required

Management Information

- Lead in the production of national management information returns to national unit and DfE
- Lead in the production of monthly, quarterly and annual statistical information for contract leads, local authority, partners and company use.
- Build relationships with current and future external organisations in order to create a formal data sharing process
- To identify issues, make recommendations and take action to resolve difficulties in the collection of management information

Building and Maintaining External Relationships

- Lead in the collection of data from education providers within the Local Authority contact area
- Be the point of contact with NCCIS in relation to national data returns
- Be the point of contact with DfE in relation to national statistics in relation to CCIS
- Attend quarterly regional CCIS meetings to obtain best practice and retain a face-to-face link with Department for Education

Quality Assurance

- Lead in the monitoring of accuracy of information input on the CCIS database
- Investigate data and quality assurance issues in relation to inputting as well as local and national requirements
- Lead in the auditing of management information and individual client records.

Data Analysis

- Lead in database interrogation to identify issues and find potential solutions.
- Identify issues in data and trends in order to influence decision making
- To work on research projects, as required, in order to develop knowledge.

Mass Data Processing & Manipulation

- Use appropriate data manipulation tools in order to maximise efficiency
- Processing bulk data updates onto the CCIS database
- Manual Updating of the CCIS database as required

Training and Support

- Lead a helpdesk function to provide daily user support over email, telephone and face-to-face (database and management information)
- Plan, organise and deliver training of staff on use of client database and management information
- Create and update instructions on the use of the CCIS database and Management Information

Performance Indicators

- Provide managers with information to support performance improvement
- Produce statistical and client level reports as required
- Lead in the development of Performance Management

Occasional travel to team meetings as required.

Any other duties as required

Person Specification

Essential

- Good communication skills
- Excellent MS Excel Skills inc.. functions and formulas
- Good knowledge of MS Word and Outlook
- Demonstration of good organisational skills
- Able to work on own or as part of a small team
- Capable of working under pressure and able to meet deadlines
- Flexibility in order to meet national deadline

Desirable

- Knowledge of Office 365 Environment
- Knowledge of MS Teams and MS SharePoint
- A good working knowledge of SQL (Data Definition Language)
- Experience in the use of MS SQL Server Management Studio and Visual Studio (SSRS)
- Experience in the use of our current CCIS Database: Cognisoft IO