

Job Description

Title	Management Information Administrator
Responsible to	Regional MIS Manager
Main Office Location	Coventry + Home Working
Salary	£17.5K (Pro-rata)
Hours	28 hours (Mon-Thurs)
DBS Disclosure	Enhanced

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 MI Co-ordinators in the achievement of the teams objectives.

Tasks will be co-ordinated by the Regional MIS Manager ensuring all areas of the Midlands MI team are appropriately supported. The tasks involved in this role will involve:

- Management Information
- Quality Assurance
- Staff Support

Tasks

Management Information

- Assist MI Co-ordinators in the production of monthly, quarterly and annual statistical information for government, local authority, partners and company use.
- Work with external organisations as part of a formal data exchange
- Processing bulk data updates onto the CCIS database
- Manual Updating of the CCIS database as required

Quality Assurance

- Assist the MI Co-ordinators to monitor the accuracy of information input on the CCIS database.

Staff Support

- Support users over email and telephone in the use of the CCIS database and escalate Management Information queries to the appropriate MI Co-coordinator

Any other duties as required

Person Specification

Knowledge & Qualifications

GCSE C or above (or equivalent)

Good knowledge of Microsoft Excel inc.. functions and formulas

Skills

Ability to use initiative and work autonomously

Ability to maintain confidentiality

Ability to prioritise workload effectively to meet deadlines

Excellent time management skills

Good communication and inter-personal skills.

Ability to communicate effectively with all relevant stakeholders

Personal Attributes

A supportive and co-operative team member

Standards driven

A good eye for details

Committed to equal opportunities