



## Job Description

### Information Manager

Job Details	
<b>Grade</b>	5
<b>Number of Posts</b>	1
<b>Department</b>	Quality Assurance
<b>Reporting to</b>	Senior Information Team Manager

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### **Our Vision:**

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

The job purpose and key responsibilities outlined below describe activities that will be undertaken within the function at a specific grade. It is recognised that not all elements will always be a core part of individual roles.

Similarly, there will be differences of emphasis within these areas of key responsibility depending on the exact role. However, working within the Information Management Team, you will be expected to be able to work flexibly to ensure that the Service is able to deliver on key objectives and meet regulatory requirements. As such there is an expectation that officers will need to contribute across areas of responsibility as required.

The information manager will support in the provision of performance data and information analysis within the Trust, specialising in the Trust 25 Programme.

***The purpose of the role is as follows:***

- To make a key contribution to ensuring that the service delivers against key Directorate priorities and targets, as well as operating within cash limit / activity budgets set out in the Council's financial plans.
- To apply intelligence and expertise in order to assist and inform business decisions.
- To support and manage change within the Directorate.
- To make a key contribution to the delivery of the strategic commissioning intentions of the Trust and its partners.
- To support the continual development of the Trust so that it makes best use of resources and delivers value for money.
- To contribute to the provision of effective, consistent and delivery-focused activity that enables improved outcomes for service users to be achieved.
- To develop relationships with internal and external stakeholders and organisations to deliver services and support that result in improved outcomes for citizens.
- To develop an evidence base that supports the delivery of improved outcomes through innovative practice.
- To provide comprehensive intelligence, analysis and research as required by various stakeholders



that drives continuous improvement and a performance management culture within the Directorate and partners.

- To problem solve and support the develop of new data warehouse modelling systems within the directorate.
- To provide senior managers with high quality reports that include key statistics and analysis including Statutory measures and Trust KPIs.
- To support the Directorate's research governance process; providing advice and support to staff to undertake research and evaluation that assists in service improvement.

### Key Responsibilities

- To make a key contribution to the gathering of information, analysis, interpretation and reporting of performance and data quality with a focus on the Trust 25 Programme and, where relevant, activity with partners.
- To take delegated responsibility for the implementation and delivery of data quality and governance strategies.
- To actively support the development and implementation of children's social care processes.
- To provide analysis on a wide range of data (including national and statistical neighbours) and intelligence that will inform the decision, formulation and review of commissioning intentions and strategic priorities.
- To accept delegated responsibility for the preparation and response to statutory data returns and reports required by Ofsted, Government, Freedom of Information requests.
- To play a key role in the development of projects and to support the production of robust business cases in response to performance data and information.
- To identify and engage stakeholders to improve systems, data intelligence and reporting solutions for data quality processes.
- To develop and provide management information which meets the requirements of the Trust's statutory responsibilities. This will include supporting the delivery of continuous improvements in performance and data quality to ensure KPI's, key outcomes and targets are achieved.
- To support the Information Management Team including the staff who report directly to you in their duties and responsibilities to the Trust.
- To prepare regular and ad-hoc reports, as appropriate summarising status on issues, appraising outcomes and providing progress updates.
- To build awareness of the benefits of diversity and build an active commitment to equality of opportunity for all.



- To work according to the principle of improvement through innovation.
- To undertake any training to improve expertise and scope of service delivery.
- To undertake any other duties within the grade and expertise as required by your supervisor.

### Key Information

Is a Safeguarding Check needed?

Dropdown Options:

**Not Required**

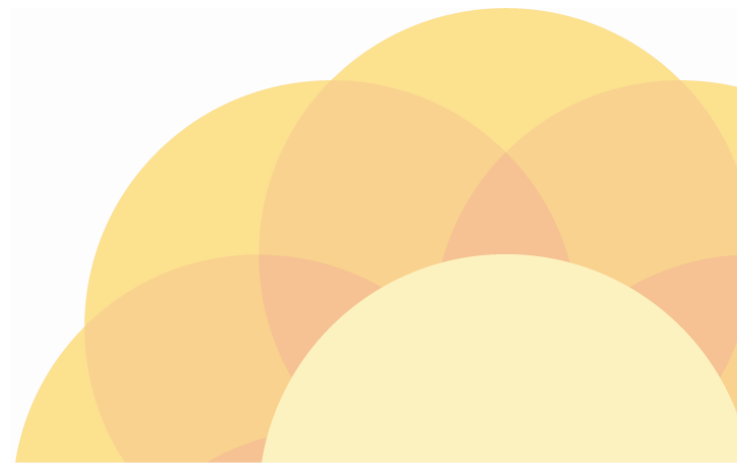
Or

	Children	Adults	Children and Adults
Basic			
Enhanced	X		

Will this position have Line Manager Responsibility?

Dropdown Options:

Yes





## Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Education/Qualification	A professional qualification or equivalent (including relevant experience) covering Digital, Information Management and Business Analysis skills with evidence of continuous professional development.	AF/Q
Experience	A high level of experience in data analysis and interrogation as well as navigating large and complex data sets with a variety of data quality issues.	I/AF/P
Experience	Knowledge of Childrens Social Care legislation and experience of applying this to the development of operational and performance reports including the Data Protection Act.	I/AF/P
Experience	Experience in developing and maintaining ETL processes as well as defining efficient and comprehensive data models for use within an information management setting.	I/AF
Experience	Excellent report writing and analytical skills using a variety of management information tools including SQL, Power BI, Dax, Excel, Power Query and Business Objects.	I/AF
Experience	A sound knowledge of data quality principles and standards and how to apply them.	I/AF/P
Experience	Experience of presenting management information to staff at	I/AF/P



	varying levels using a variety of Business Intelligence tools.	
<b>Experience</b>	Knowledge and understanding of operational practice and recording processes and the ability to produce reporting and analysis that reflects as well as challenges this.	I/AF
<b>Experience</b>	Experience of supporting continuous improvement and development of service delivery as well as demonstrating a commitment to business change.	I/AF
<b>Skills and Abilities</b>	High level verbal and written communication skills to deliver presentations/reports and communicate with a wide range of audiences both internally and externally.	I/P
<b>Skills and Abilities</b>	Ability to work in a pressurised environment with competing priorities and expectations.	AF/I/P
<b>Skills and Abilities</b>	Confidence in identifying and approaching stakeholders to make quick decisions to deliver complex reports within changing circumstances and maintaining accuracy.	AF/I
<b>Skills and Abilities</b>	Keen eye for accuracy and efficiency when designing, developing and maintaining data warehousing, databases and spreadsheets.	AF/I/P
<b>Skills and Abilities</b>	Ability to apply advanced data analysis and statistical techniques to large and complex datasets.	I/P
<b>Skills and Abilities</b>	Ability to interpret detailed guidance and definitions and to produce management information in accordance.	AF/I



<b>Skills and Abilities</b>	Proven skills in advising, influencing, persuading and negotiating with a variety of stakeholders, at varying levels, in order to communicate relevant information and implications to key stakeholders.	AF/I
<b>Skills and Abilities</b>	Report Writing using SQL, DAX, Power Query, Python skillsets.	AF/I
<b>Skills and Abilities</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
<b>Training</b>	Willingness to undertake relevant training to comply with the requirements of the post.	I, Q
<b>Other</b>	Must be required to have a clear understanding and commitment to equality, diversity and inclusion matters and to promote anti-discriminatory practices and behaviours.	I

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

