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## JOB OUTLINE Closing Date: 12 Noon, Thursday 11th July 2019

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| **Dept: Environmental Health** | | **Section: Support Services** | |
| **Post Number:**  **ENEH01026** | **Designation:**  **Information Systems Officer** | | **Grade: 9**  **(SCP 25 – 27)** |

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| **Purpose of Job:**  **To manage, develop and co-ordinate a variety of information and data systems within the Environmental Health Department. To train and support other Environmental Health staff in the use of the various systems. To act as the Department's information systems analyst.** |
| **Main Duties/Responsibilities:**  Under the general supervision of, and as directed by, the Environmental Health Manager:   * To be responsible for the Civica APP database of premises information, including the expansion and development of the system. * To liaise with Civica, government and other agencies to determine how Civica APP information can be exchanged and utilised to contribute towards shared priorities. * To oversee the production of performance indicator information in accordance with corporate timetables * To take the lead in the review, evaluation, planning and implementation of IT systems and applications within the Department. * To act as the Department's contact for corporate ICT applications and projects and contribute towards these as required. To be the lead officer in liaising with the Councils ICT Department and external ICT suppliers. * To monitor and explore developments in ICT and to identify, access and interrogate external sources of data and information in order to make recommendations for service improvement and efficiency to the Department’s management team. * To ensure all departmental data is managed, stored, used and deleted in accordance with relevant legal requirements e.g. General Data Protection Regulations * To ensure that robust systems are in place to produce accurate and timely management information using Civica APP and other Council software systems. * To co-ordinate and project manage new applications and software upgrades for the Department, ensuring that systems reflect user requirements. * To provide user support pre and post implementation of any software upgrades or new applications, including the provision of user manuals and the co-ordination and delivery of any staff training required as a result of the changes or for new members of staff. * To supervise the work of the Business Contact Assistant. (Note: that the post holder is not the line manager for the post).   **Notes:**   * The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. All employees must be aware of that duty and work to the Council’s equality standards. |
| **Date Produced:** June 2019 |