**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:**  | Education Intelligence Officer |
| **Directorate:**  | Children’s Services | **Division/Section:**  | Children’s Performance |
| **Grade:**  | 6 | **JE Reference:** | 10058 |

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| **Job Purpose** |
| As part of the Education Intelligence and Data Team to support the data needs and improving the data systems of Early Years, which is the section of the council that supports childcare and other pre- and early-school provision.As part of a wider team, and there will be opportunities to widen skills and experience over the wider Education intelligence world, for example* Supporting School Census
* Supporting analysis of school examination data
* Supporting projects to gather and analyse pupil attendance data
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| **Key Tasks** |
| 1. Use data analysis and visualisation tools and system knowledge to provide a variety of outputs to meet the strategic and operational needs of the team as well as the wider council and its partners.
2. Support and improve data quality, identifying issues and providing statistical and performance reporting as required.
3. Contribute to regular internal processes, and also government and other data returns.
4. Carry out data quality checks and data cleaning exercises to improve the accuracy of our data.
5. Support with the data and intelligence requirements to support (Ofsted and other) inspection and review processes.
6. Assist with or produce written reports/analyses.
7. Contribute to regular performance monitoring processes.
8. Network with equivalent roles in other Local Authorities, with a view to sharing good practice..
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| **Standard Duties:** |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.  |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Early Years officers, officers across the council and wider education partners. |

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| Relationship To Other Posts In The Department: |
| **Responsible to:**  | Integrated Early Years Data and Information Manager |
| **Responsible for:** | None |

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| **Special Conditions:** None |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:* **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
* **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
* **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
* **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
* **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
* **Respect -**We recognise and welcome different views and treat each other with dignity and respect.
* **Democracy -**We believe and act within the principles of democracy and promote these across the borough.
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| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.* Work with a Resident Focus
* Support Local Leaders
* Committed to the Borough
* Take Ownership and Drive Change
* Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 14/3/23 | Martin Burroughs | Education Intel and Data Business Partner |
| **Reviewed** | 18/1/24 | Martin Burroughs | Education Intel and Data Business Partner |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Education Intelligence Officer

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|  | **Selection criteria****(Essential)** | **Selection criteria****(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Appropriate degree, professional qualifications, or equivalent experience in statistics, data analysis, research methods or a related discipline.Evidence of continued professional and personal development. |  | AFAF |
| **Experience** | Experience of analysing/interrogating and interpreting/visualising complex statistical data within spreadsheets, databases, or other statistical tools/visualisation tools/GIS systems |  | AF / I |
| Experience of working with large and complex relational databases, using appropriate database and reporting tools/query languages. |  | AF/I/T |
| Experience of delivering or contributing to statutory data returns or regular performance monitoring. |  | AF/I |
| Experience of identifying data quality issues within a system or datasets, and recommending ways to resolve |  | AF/I |
| **Skills & Abilities** | Ability to produce and analyse research and intelligence findings, identifying key trends, patterns and issues. | Ability to interrogate and write reports using* Excel
* PowerBI
* SQL-based tools
* QGIS
 | AF/I/T |
| Ability to work as a team and on own initiative, negotiating priorities and meeting important deadlines over the short, medium and long term on complex and potentially contentious projects. |  | AF/I |
| Ability to establish positive working relationships with a range of people at different levels within the council, partners, external bodies (e.g. Schools, DfE, Elected Members) |  | AF/I |
| Excellent verbal and written communication skills, including the ability to explain complex information clearly and concisely in a manner appropriate to the audience. |  | AF/I/T |
| **Knowledge** | Knowledge and understanding of one of Education, Early Years or Social Care |  | AF/I |
| Understanding of national data sources such as DfE school performance and demographic data, Ofsted reporting, Census 21 data |  | AF |
| **Work Circumstances** | Able to work flexibly to meet the demands of the service (including evening and weekend as necessary). |  | AF/I |
| A demonstrable commitment to personal development. |  | AF/I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**