

Job Profile

Job Title: IYSS Management Information Officer

Job Grade: Level 3 Zone 2

Salary Range: £36,984 - £42,526

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We are not just home to UK's fast-growing economy, we're home to the most important conversations happening today. We're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. Camden's Integrated Youth Support Services (IYSS) umbrellas the Youth Justice Service, Youth Service, Youth Early Help, Connexions, FWD (substance misuse) and Evolve (Reducing Serious Youth Violence & Exploitation). This Management Information role will sit within Youth Early Help working with children and families at an early stage.

About the role

As a Management Information Officer, you will be responsible for the collation, monitoring, analysis and timely reporting of performance indicators across the Integrated Youth Support Service (IYSS). You will develop, maintain and improve effective performance management information systems across the service. The post is a key role within the integrated service, working closely with Managers across the service to facilitate quality information streams.

About you

You will be responsible for a wide range of information including, Statutory quarterly returns, Annual Department for Education returns, Bi-monthly case worker monitoring (YJS), Inspection led monitoring and evaluation, Data cleaning on IYSS ICT systems, Training staff in IYSS case management systems, including induction and on-going training.

You will have high level of expertise in the use of ICT and an in-depth knowledge of the advanced functions of industry standard software (MS Office) and databases. You will be able to work comfortably with both numerical data and text and be able to analyse and interpret complex data sets to inform performance reporting

You will have experience of producing comprehensive management information and statistical analyses, utilising appropriate manual and computerised systems. You will be able to produce accurate, succinct and clear reports for board level attention. You will have experience of

training users in using information systems, with the proven ability to organise, managing multiple tasks and projects. Ability to prioritise and work to deadlines. You should have experience of liaising with a wide number of staff at all levels within a large complex organisation.

You will support any major system change taking responsibility for the development and maintenance of system user guides, training notes and procedures for the key business ICT systems.

You will demonstrate an understanding of the role of case management within a criminal justice or child focused environment, you will have an understanding of the Department of Education participation requirements and GDPR

Experience of using one or more of the following case management systems is desirable: ChildView, Mosaic, IYSS (Integrated Youth Support System)

You will be educated to degree level or have substantial experience in a similar role.

Work Environment:

This role requires flexibility in order to meet fixed deadlines and competing priorities.

There is a requirement to be able to work flexibly, across Camden locations, outside normal office hours when required and be flexible and adaptable to ensure consistent provision of service.

People Management Responsibilities:

N/A

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,