**Job Profile Information: Early Help and Troubled Families Data Manager**

**This supplementary information for *[****insert job title***] is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone ……2…………. Level……4……… Camden Way Category …………4…………………………**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The successful candidate will be responsible for leading Camden’s Early Help Data Team and ensuring that that team effectively maintains, and continues to develop, all operational and statistical reporting associated with the work of Camden’s Early Help teams. This will include: the development of recording systems; report building; report running and distribution; response to ad hoc requests for data and/or analysis; response to FOIs; presentation of data, both via written reports and orally; providing support to ongoing service improvement.

The successful candidate will also be responsible for all data related elements of Camden’s response to the national Troubled Families Programme. This will include: ensuring returns are made in an accurate and timely manner; informing strategic decision making in the context of the national programme; ownership of the monitoring processes associated with the programme’s Payment by Result funding model; maintenance of strong relationships with data managers in similar roles at other LAs.

More broadly, the post holder will be required to provide expert advice to colleagues, making intelligent use of a wide variety of data to measure outcomes, inform decision-making and improve service delivery.

**Example outcomes or objectives that this role will deliver:**

The development and implementation of innovative and effective reporting and analysis, to support key corporate priorities and outcomes.

Collaborative and supportive engagement with a wide variety of internal and external stakeholders at all levels.

Effective collaboration, ensuring that colleagues are supported with expert advice in matters pertaining to data; in manner that supports cross cutting outcomes monitoring and evidence-based policy making.

Strong leadership of the Early Help Data Team.

The production of timely and high quality management information for performance monitoring and service planning purposes.

The delivery of accurate and timely returns to external bodies.

**People Management Responsibilities:**

The successful candidate will be responsible for the line management of the Early Help Data Team, located within Camden’s Strategy and Change Service. The successful candidate will also be will be responsible for the development and delivery of a wide variety of reporting processes which will require effective collaboration with a number of data officers in other teams across the organisation and partner agencies.

**Relationships;**

The post holder will report to the Lead Analyst of the Strategy and Change service. The post holder will also be required to maintain a close relationship with the Service Head of Family Support and Complex Families; the Director of the Early Intervention and Prevention Division; and operational managers within Camden’s Early Help teams. More broadly, the post will require the development and maintenance of relationships with officers from across the organisation; as well as within partner organisations, government departments and other Local Authorities.

**Work Environment:**

The post holder will be primarily based at Camden’s offices in 5 Pancras Square, N1C 4AG. Camden is an agile employer and supports remote / flexible working.

**Technical Knowledge and Experience:**

Essential

* Highly numerate and literate
* Experience of managing data functions and data officers
* The ability to provide strong leadership to officers carrying out a variety of complex functions
* Understanding and knowledge of Data Protection and sharing issues
* Experience of presenting complex information to a range of audiences
* The ability to lead audit / spot check / inspection processes
* Experience of quality assuring data and statistics derived from data
* Ability to effectively use a wide evidence base to solve complex problems
* Strong Excel skills
* A good understanding of SQL and RDBMs
* Experience in linking large person-level datasets
* Strong communication and report writing skills
* The ability to innovate and problem solve in a creative way
* Experience of project management
* A keen interest in areas such as Master Data Management; Statistical Analysis; and Data Visualisation

Desirable

* Knowledge and experience of the national Troubled Families Programme
* Knowledge and experience of Early Help / Family Support
* Experience and understanding of local government
* SQL Programming proficiency
* Experience of QlikView development
* Experience of advanced statistical methods
* An understanding of programming languages such as R and Python
* An understanding of the principles of Master Data Management
* Experience of frontend / backend development of data related products
* Experience of automation of reporting processes

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>