**Job Profile Information: Adult Social Care Data Lead**

**This supplementary information for *Adult Social Care Data Lead* is for guidance and must be used in conjunction with the Job Capsule Strategy, Policy and Governance, Job Level 4 Zone 2, 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 Adult Social Care Data Function and ensuring the development and maintenance of operational and statistical reporting associated with the work of Camden’s Adult Social Care services. This will include: the development of recording systems; report building; report running and distribution; dashboard development; 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 ensuring that statutory returns associated with Adult Social Care are made in an accurate and timely manner.

More broadly, the post holder will be required to provide expert advice to colleagues, making intelligent use of a 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 a manner that supports cross cutting outcomes monitoring and evidence-based policy making.

Strong leadership of the Adult Social Care Data Function.

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 Adult Social Care Data Team, located within Camden’s Strategy and Change Service.

**Relationships;**

The post holder will report to the Lead Analyst of Camden’s Strategy and Change service. The post holder will also report to the Service Manager of Camden’s Adult Social Care Resource Coordination Team and will be required to maintain a strong relationships with a variety of officers across Camden’s Adult Social Care Division.

**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:**

- Highly numerate and literate

- Experience of managing complex data functions

- 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

- 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

- Strong communication and report writing skills

- The ability to innovate and problem solve in a creative way

- Experience of project management

- An interest in areas such as Master Data Management; Statistical Analysis; and Data Visualisation

- Knowledge and experience of Adult Social Care

- Familiarity with BI tools such as Business Objects, QlikView, QlikSense etc.

**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>