

**Job Profile for Data & Project Support officer
Level 3 Zone 1**

Camden Way Category 3

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:

- To support the effective operational delivery of data for the final phase of Dfe funded project, by providing accurate collection of data, delivering excellent customer service skills, co ordinating data requests meeting targets set in the evaluation /project plan

Example outcomes or objectives that this role will deliver:

- To support the evaluation team in collecting various data for Phase 3 of the 'Right Balance' project
- To support the evaluation team by coordinating the data collection and information gathering from partner agencies i.e. schools
- To maintain accurate spreadsheets , ensuring attention to detail
- To request education data from schools
- To accurately input and record information onto a database for further analysing
- To liaise with schools and various professionals
- To provide excellent customer service to all internal and external customers
- To send electronic data securely whilst applying data governance, protection legislation and regulation
- To liaise with schools re the timely completion and return of attendance, progress and SDQ data
- To undertake the scoring process of SDQs
- To display good influencing skills when collecting information from schools
- To adhere to project plan and actions

People Management Responsibilities:

None

Relationships;

Key contacts will include:

- Other members of the evaluation team /Project lead
- Internal: Child In Need Social Work teams, Looked After Children Social Work Teams, Personal Advisors,
- External: Schools, other local authorities' education departments organisations
- The post holder will be required to work closely with the VS team and to liaise with managers on a regular basis.

Work Environment:

- The post holder will be primarily based at 5PS where he/she will be required to work within an open-plan agile working environment. (Depending upon COVID restrictions)
- The post holder will often need to be able to prioritise their work and arrange support.
- The post holder is required to work flexibly, be self-motivating and work under their own initiative or with light touch supervision to meet individual work targets.

Technical Knowledge and Experience:

- Excellent organisational skills and ability to manage a busy workload; including the ability to prioritise work, meet deadlines and adhere to timescales
- Evidence of a understanding of project planning, working to targets
- Evidence of IT skills, using Microsoft Word, Excel and Power Point
- Evidence of consistent skill in working accurately and methodically, with excellent attention to detail.
- Ability & willingness to undertake a wide range of project support duties
- High level of customer care, consistency and reliability with regard to both internal and external customers.
- Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy
- Ability to work on own initiative and with minimal supervision
- Ability to learn new areas of work in a short space of time and be flexible and adaptable.
- Ability to deal sensitively and discretely with confidential matters.
- Evidence of recent training and achievement

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>