**SEFTON COUNCIL**

##### JOB DESCRIPTION

**Service:** Highways and Public Protection **Location:** Magdalene House/Agile

**Department:**  Public Protection **Post No:** 07420

**Section:** Environmental Health and Licensing-Management Information Team

**Post:** MANAGEMENT INFORMATION OFFICER

**Grade:** G (SCP 20-25)

**Responsible to**: PRINCIPAL MANAGEMENT INFORMATION OFFICER

**Responsible for**: N/A

# JOB PURPOSE

To assist the Principal Management Information Officer in managing and making the best use of the data assets and information systems used by the various operational teams within Public Protection and Operational In-House Services, including Cleansing, Vehicle Maintenance, Environmental Health, Licensing and Trading Standards.

**MAIN DUTIES**

1. To provide system administration support for the core database applications to ensure that they are responsive to business needs and meet the requirements of Data Protection legislation.
2. To provide information to directly support operational delivery in a range of formats and making use of a variety of data sources e.g. waste collection round maps, print runs for Duty of Care mailings etc.
3. To provide accurate and timely financial and performance data to internal staff and external agencies in a range of formats. This will require both the combination and manipulation of data from a variety of data sources .e.g. finance journals for recharging, the statutory Wastedataflow waste and fly tipping returns etc.
4. To take an active role, in liaison with the operational teams, in developing and maintaining internet/intranet content.
5. To provide cover for the Principal Management Information Officer / other Management Information Management Officer and undertake any other duties as may be required commensurate with the grade.

QUALIFICATIONS & EXPERIENCE

See Person Specification

**GENERAL**:

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

**Updated by**:

**Name:** Andy Walsh

**Designation** Principal Management Information Officer

**Date:** 1.06.2024

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PERSON SPECIFICATION

POST : MANAGEMENT INFORMATION OFFICER

SERVICE : Highways and Public Protection

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| --- | --- | --- |
| PERSONAL ATTRIBUTES REQUIRED | ESSENTIAL (E)  OR  DESIRABLE (D) | HOW  ASSESSED |
| Experience   1. Experience of providing system administration support for database applications 2. Experience of developing information systems to meet changing business requirements 3. Experience of combining and manipulating data from a variety of sources to meet ad hoc information requests 4. Experience of providing management and performance monitoring data 5. Experience of using Crystal Reports and GIS applications (e.g. MapInfo) or equivalent 6. Experience of delivering training to database application users 7. Experience of publishing content to an intranet/internet site | E  E  E  E  D  D  D | AF/I  AF/I  AF/I/T  AF/I  AF/I  AF/I  AF/I |
| Knowledge Skills & Attributes   1. Ability to prioritise and organise both routine and project workloads to meet deadlines 2. Ability to work as part of a team and with minimum supervision 3. An understanding of the requirements of Data Protection legislation | E  E  D | AF/I  AF/I  AF |

KEY: AF Application Form

I Interview

C Certificate

T Test