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| **Systems analyst**  **SALARY GRADE: HBC6** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes * Essential Monthly Car User Allowance   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As a Systems Analyst you will support the Client Applications Systems Manager in the implementation and operation of Client Systems and associated projects.  You will also support implementation of project plans, undertake management risk assessment and provide technical support to ensure the successful implementation of the business change activities and the use of Client Systems and associated projects.  More specific responsibilities include:   * Providing an overall project co-ordination for the planning, managing and reporting on the activities required to implement the Client Systems and associated projects and developing the project plan to deliver the Client Systems and associated projects. * Problem solving, prioritising and planning contingencies, planning and delivering training. * Developing and updating the project plan, including risk control and assessment under the direction of the Client Applications Systems Manager. * Ensuring Client Systems are fit for purpose and supporting agencies in delivering their statutory responsibilities to ensure children, young people and adults are supported and safeguarded. * Ensuring local readiness for the delivery of Client Systems and associated projects, managing the rollout to users, and ensuring that the targets are met within the specified timeframes. * Developing processes to undertake data quality, data cleansing and data matching with existing data held in Client Systems. Ensuring that data errors and inconsistencies are followed up and corrected and developing processes to record and manage confidential details of practitioners on Client Systems6. * Promoting locally through presentations, meetings and communication strategies for Client Systems and associated projects. * Developing, coordinating and delivering a Client Systems helpdesk support arrangements including general enquiries, data errors and technical support * Developing and delivering Client Systems training plans and to coordinate and Client Systems training to practitioners. * Representing appropriately the Client Applications Systems Manager at meetings, software support groups and data reference groups associated with the responsibilities of the post. * Undertaking any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the job. | |
| About You | |
| You will have a BTEC Higher or equivalent or experience of working and studying within area of data management.  In addition you will have:   * Experience in data management, report writing and project planning * Excellent organisational skills and the ability to prioritise work to meet deadlines. * Able to work independently within the confines agreed with the Project Leader. * A high level of written and oral communication to a variety of audiences. * A high level of IT skills in using Microsoft Access, Excel and Word. * Ability to work flexibly within a team environment. * This role requires knowledge of practices and system processes related to children and young people   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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