



Job profile

Management Information and Research Officer

(Public Health and Wellbeing)

Grade H

Group:	Children, Adults and Families
Service:	Quality Assurance
Location:	Civic Centre
Line Manager:	Principal MIS Officer (Business Intelligence)
Car User Status:	Casual

Job Purpose

To develop and maintain information systems, provide management information, advise on and carry out surveys and undertake research projects, analyse data collected, write reports to help inform decision making linked to the Public Health and Wellbeing agenda.

The key roles of this post will include:

1. To assist in the collection, collation and analysis of information, ensuring information used across Children, People and Families and Public Health and Wellbeing is accurate and up-to-date.
2. To assist in the development, implementation and maintenance of computer and information systems, in order to ensure an effective service is provided.
3. To provide advice and solutions to operational staff, in order to ensure an efficient support service is provided.
4. To produce management information using query languages to extract data from large databases for subsequent analysis.
5. To advise on and carry out surveys and undertake research projects, analyse data collected, write reports to help inform decision making.
6. To use statistical techniques and geographic information system (GIS) tools to enhance understanding of information and support the need for accountability to neighbourhoods.
7. To support the public sector reform agenda through the provision of data analysis and reporting, helping to ensure the residents of Gateshead can Thrive
7. To produce routine and ad hoc reports.
8. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge of:

- Management Information Systems.
- Applying statistical tools and techniques appropriately.

Experience:

- Use of query languages to extract data from large databases.
- Flexible approach to work coupled with an ability to work alone and as part of a team.
- Good communication skills.
- Highly developed skills in analysing data and producing management information.
- Providing support to others in the use of IT.
- Report Writing

Qualifications:

- Higher education qualification in a subject with a high IT or statistical content, or significant relevant experience.

Desirable:

Knowledge:

- Public Health England
- Geographic Information Systems (GIS)

Experience:

- Experience of producing performance and management information within a Adult Social Care or Commissioning setting
- Experience of identifying requirements and developing small computer systems.
- Carrying out research projects.
- Developing user guides and providing training in the use of computer systems.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences