

DATA CO-ORDINATOR

Reference No.	A4012	Type	Generic
Service	Assessor		
Job Family	Para Professional 4	Grade	FC6

Purpose

To be responsible for all aspects of data management within the Assessor Service, including supporting the development of existing systems.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Responsible for liaising and communicating with the Assessor's Management team, representatives from other Assessor's offices and Fife Council's IT Services concerning IT software development and information management. There will also be regular partnership working with the Assessor Service Information Co-ordinator on various projects.	Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a computer or business related subject.	✓	
	Communication skills	✓	
	Time management skills	✓	
	Experience of working without supervision		✓
Running extracts of statistics, data audits and ad-hoc queries often of a complex nature, requiring a high degree of accuracy and to tight deadlines.	Multi-tasking skills	✓	
Updating all Assessors standard forms for use within the Assessors system.	Ability to work to a high level of accuracy	✓	
Exporting/importing/uploading/downloading data as necessary.	A basic understanding of SQL and a variety of data transfer formats	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Analysis and adjustment of data and presenting relevant information in a meaningful way for target audience	Practical experience in the use and manipulation of data (linking, adjusting, collating and cleaning data etc)	✓	
Providing statistics for the Scottish Government, the Assessor's management team and all other appropriate stakeholders.	Experience of reporting packages	✓	
Assisting with business classification in order to recover data.			
Supporting the maintenance of a range of information systems and records in different formats, ensuring compliance with process and information governance.	Experience of Resource/Project/Performance Management	✓	
	Experience with a Document Management System		✓
	Knowledge of data protection, FOISA, EIR and governance	✓	
	Experience of system support to maintain records	✓	
Trouble shooting unexpected system or data errors.	Experience working in an IT support environment		✓
Assisting with the integration of data from different sources using geographical information systems.	Acquaintance with the presentation of data through Geographical information systems	✓	
Responsibility for ensuring Assessor's data complies with National data standards.	Knowledge of role of One Scotland Gazetteer and addressing standards		✓
Understanding database linkages underlying the daily processing procedures in use.	Experience with working with databases	✓	
Representing the Assessor Service at SAA, Fife Council or other appropriate meetings.	An understanding of the functions of an Assessor Service		✓
Ensuring Assessors forms are formatted for use in Systems.	Quality control skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>