

Context statement

To accompany job description and person specification when required

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Job title: Grade 10 youth practitioner (Harbour services – data analyst / information researcher)

Directorate/Service/Team: Children in Care

Organisation Structure

Reporting to: Harbour services manager

Responsibility for: Data analysis and information sharing with multi-agency partners

Context of Work

- The focus of the work is to provide overall data analysis for harbour services (East and West) through data management and collating information from various sources. This provides the overall service with key indicators of performance, areas of work that require additional support for young people.
- The position will provide a systems administration role in relation to specific system(s) maintained.
- The position will support the service manager with monthly, quarterly and year end performance data and collations of reports.
- The position will require working alongside multi-agency partners to share information and intelligence and collate data into reports.
- The position will require the post holder to create ecograms to map relationships, protective factors and relationships of concern and provide this data to relevant managers.
- The position will require the post holder to attend meetings and provide information to attendees.
- The post holder will be required to complete some basic user training for people new to the role.
- The position will require the post holder to demonstrate and apply good practice in relation to the Data Protection Act, information governance requirements and other relevant legislation and organisational guidelines concerning the holding and use of data.

Travel Requirement

This position has significant travel requirements.

Other information

- Proficiency in data base management
- Understanding and knowledge of safeguarding partners processes
- Enhanced DBS for children and adults

If there is a DBS requirement for this role, the manager should include details in this section.

Context statement prepared by:			
Manager	D.Tattersall	Date	04/10/24

