Job Title Database Assistant

Grade 3

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

**Skills & Employability purpose is to improve people’s lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire’s economy and society:**

**• Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire’s ‘16+’ residents, by enabling provider partnerships and through direct delivery.**

**• Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.**

**• Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.**

**• Working with providers and partners to ensure that Staffordshire’s social, employment and economic skills demands are met.**

**About the Role**

The post holder will work across the team to provide accurate reporting as required, assist in maintaining the Learning Management Systems.  Follow written guidance to produce dashboards. Attention to detail will be needed for accurate data entry. Uploading data and responding to  error reports.

This post is designated as a *Casual* car user

Reporting Relationships

Responsible to: Data Systems and Skills Officer

Responsible for: No direct reports

Key Accountabilities:

1. To provide system support to users of the National Client Caseload Information System and Community Learning databases.
2. Providing support for sub-contractors to identify any and correct data issues; providing advice, guidance and support where needed.
3. To run maintain and update reports used in both databases using appropriate software.
4. Maintain and create data templates forms and queries for the databases as necessary.
5. Assist in upgrades of databases.
6. Create and work with a number of different file formats used in data transfer such as Extensible Markup Language and Comma Separated Values, checking and amending errors, and uploading files to relevant departments. Downloading reports and extracting information.
7. Analyse, collate, compare and process information and data from a variety of Management Information Systems and spreadsheets to assist with accurate and relevant performance management data.
8. To actively monitor the Team SharePoint account, including deletion of data and setting up filing systems.
9. To use advanced IT application skills to assist in formatting of reports and presentations.
10. Build and maintain relationships with other data teams in SCC and produce ad hoc reports as necessary.
11. To undertake other responsibilities for the Skills and Employability Team as required

Other Information

*This section is to add any job specific information/working conditions that it would be useful for a candidate to know when applying. For example the working patterns/standby/rotas/bank holiday arrangements or any other specific special requirements of the job.*

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership** GCSE in Maths and English | A |
| **employer_small** | **Knowledge and Experience*** Communication and Interpersonal skills
* Ability to achieve targets and respond flexibly to changing circumstances
* Demonstrable time management skills
* Commitment to excellent customer service and the achievement of high quality services
* Experience of using a range of ICT software programs
* Formulating and compiling reports
 | A/IA/I/A/I |
| **employer_small** | **Skills**This post is designated as a casual car user  |  |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300