

RENFREWSHIRE COUNCIL

CHIEF EXECUTIVE'S

JOB OUTLINE

SERVICE:	Children's Services		Attainment Challenge
POST TITLE :	Management Information Officer	POST ID:	
GRADE:	GR10	LOCATION:	Renfrewshire House
REPORTING TO:	Service Improvement Manager		

PRINCIPAL ROLE :

The Management Information Officer will be part of a team allocated full time to support the Head of Education Children's Service deliver the Renfrewshire Attainment Challenge. The main job purpose is for the collation and verification of data to support the promotion, performance management, planning, delivery and ongoing review of the Renfrewshire Attainment Challenge.

The post holder will also have additional responsibilities to support the co-ordination of consultation activities associated with the Attainment Challenge.

Key tasks for which the post holder will be responsible:

1. Co-ordinate the roll-out, development and maintenance of management information systems in relation to performance management and improvement planning in relation to Renfrewshire's Attainment Challenge.
2. Develop, implement and review guidance in relation to the above and support establishments in the roll-out of the Attainment Challenge across Renfrewshire.
3. Collect, analyse and verify data, and develop review procedures for the production of management information to support and take forward the objectives of the Attainment Challenge.
4. Co-ordinate and develop reporting and consultation activity in relation to the Attainment Challenge and develop effective methods of consultation.
5. Provide briefings and statistical analysis to the Head Of Education and project team on data collected as required.
6. Develop, maintain and review Renfrewshire Attainment Challenge's web and social media profile.
7. Co-ordinate and verify statistical information to and from regional and national agencies (SEEMIS, Audit Scotland, Scotxed, Scottish Government etc)
8. Support the Policy Delivery Manager in the development of quality frameworks, including validated self-evaluation.
9. Respond to management information requests and provide information in relation to Renfrewshire's Attainment Challenge.

10. Work closely with colleagues in Policy and Commissioning, Children's Services, other Council services and relevant external agencies to provide management information to improve outcomes for all learners in Renfrewshire Council establishments.
11. Assist in providing Renfrewshire establishments and the Council with evidence based data to demonstrate the positive impact and improved outcomes for all children and young people in Renfrewshire.
12. Collaborate with other attainment challenge projects throughout Scotland, benchmarking outcomes, sharing progress and good practice.
13. Provide management information to identify and target resources universally and specifically to close the poverty attainment gap in the relevant geographical areas.
14. To adhere to the Council's commitment to health and safety, supporting attendance, equal opportunities and compliance with all relevant policies.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade or as the Chief Executive/ Head Of Education /Strategic Planning and Policy Development Manager may direct. A flexible approach in the discharge of duties is essential.

