

JOB DESCRIPTION - CORPORATE SERVICES

IDENTIFICATION

Post Title:	Management Information Systems (MIS) Support Officer	Post Ref.:	139556
Section:	IT	Grade:	8
Responsible to:	IT Manager		
Responsible for:			

JOB PURPOSE

To assist with the development, delivery and co-ordination of management information systems supporting the Children and Families Service within the Council.

PRINCIPAL WORKING CONTACTS

IT Manager
IT Officers
Assistant ICT Officers
Operational staff
Senior Management
IT Service Desk staff
IT Services Manager
3rd Party Suppliers, ie Account Managers/Support Staff

MAIN DUTIES

Assist with the development of ICT-based solutions for MIS within schools and the Children and Families Service.

Assist with the delivery of the ICT Development Plan.

Responsible for organizing, implementing and delivering appropriate training to ensure the effective utilisation of MIS systems.

Provide MIS system users with on going support and help-line facilities.

Ensure that correct procedures are being followed in the implementation of MIS systems in schools and services.

Attend as required national MIS user group meetings as appropriate.

Co-ordinate activities of D.C.C. MIS user groups as appropriate.

Liaise with the Children and Families staff as appropriate.

Liaise with SQA and other external agencies, as appropriate, that may wish to agree computerised data exchange.

Undertake other duties, as appropriate to the post.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Management Information Systems (MIS) Support Officer

DIVISION/DEPARTMENT SECTION: Information Technology

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	At least HND, or equivalent, relevant qualification or significant experience in management information systems		Application form
RELEVANT WORK/OTHER EXPERIENCE	Significant knowledge of Management Information Systems, including SEEMIS Significant knowledge of schools based functions, systems and procedures Proven knowledge of information systems, including Microsoft Office.	Local government/ public sector experience Experience of Business Intelligence packages such as Business Objects	Application form/ interview
PARTICULAR SKILLS/ABILITIES	Accuracy in data recording and management Ability to work with minimal supervision. Good organisational skills Good written and oral communication skills Experience of working as part of a team	Process mapping skills Data analysis and reporting skills.	Application form/ interview
PERSONAL QUALITIES	Self-motivated Flexible Creative Adaptable		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to undertake CPD Willingness to contribute to the wider section priorities Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.	Standard Query language knowledge	Application form/ interview