

Job Description

Department:	Children’s Services
Division/Section:	Inclusion Services
Job Title:	Systems & Monitoring Officer
Post No:	
Grade:	8

Reports to: Head of Statutory Assessment and Monitoring Service

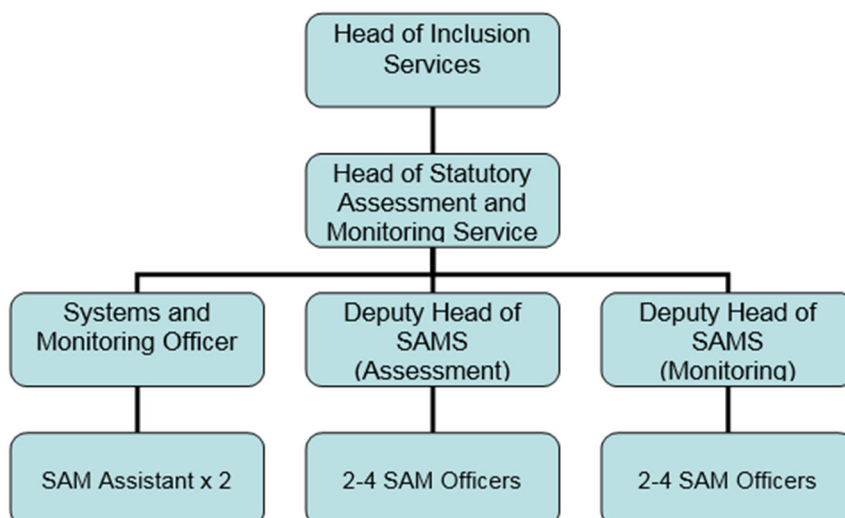
Organisation Chart:

Show Immediate

Manager and any

Jobs reporting to

this post:



<p>DBS Check applicable?</p> <p>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</p>	<p>Enhanced</p> <p>No</p>
<p>Line Management responsibility for:</p>	<p>No. of direct reports: 2</p> <p>No. of indirect reports: 0</p>

Size of Budget: No Budget responsibility

Job Purpose:

- To be a responsible lead in the inclusion Services for overseeing the continuing development and maintenance of the information processes relative to EHCP assessment & reviews.
- To be responsible for developing and maintaining processes to provide regular performance management information to assist the SAM Service in meeting statutory deadlines and monitoring performance and provision.
- To be responsible for collating and/or liaison with the council's performance team to produce key information to inform or complete:
 - Statutory returns
 - Board reports
 - Service performance reports
 - Data quality reports
 - FOI requests
 - Subject access requests
 - General research and data analysis
- To be responsible for ensuring that all members of the SAM Service maintain an understanding of the SAMS database, including developing and maintaining a training programme for staff across the SAM service.
- To be responsible for ensuring communications and documentation is kept up to date for the SAM Service and is available to wider services.

Main Duties and Responsibilities:

- To take the lead in ensuring that the SAMS database is fit for purpose and complies with changes to legislation. Developing and maintaining system workflows in line with statutory requirements and the possibilities of the system. This will require the post holder to have a clear understanding of the database package and its possibilities and limitations and to be able to think clearly and logically about how it can be used.
- To take the lead in co-ordinating system upgrades including test analysis to ensure the functionality of the system.
- To be the lead in working with system providers
- To have knowledge of and to comply with the requirements of the SEND Code of Practice, including processes prior to September 2014.
- To take the lead in respect of management of information held, maintaining up to date and accurate knowledge of developments in information and management, regularly reviewing existing paper and computer based systems and to play a key role in the continued development of new Education, Health & Care Plan systems.
- To organise support and training for members of SAMS and other Inclusion Services teams in the daily use of the system, as well as to evaluate the system's effectiveness including being able to identify further areas of development required for staff and developing and maintaining an ongoing training programme for staff.
- To ensure high levels of data quality and integrity by undertaking regular and routine data cleansing and to promptly investigate and resolve any data quality issues. Putting in place protocols to ensure consistent input of data by all staff in the SAM Service so that information held is of the highest possible standard.
- To be responsible for the development and maintenance of SAM Service documentation and templates to be used by all members of the SAMS Service and wider services, ensuring that they are in line with Peterborough City Council protocol. To ensure that these are regularly checked and meet the needs of the SAM Service and wider services. To be responsible for ensuring that information about the SAM Service is available on the Peterborough Local Offer and is kept up to date.
- To develop and produce a wide range of management information for other Council Directorates, Children's Services Senior Management, Stakeholders, Members, Schools or Governors as required, clarifying requirements and understanding the implications of the information requested and how it may be used to inform policy decisions or published returns. Ensuring these requests are adhered to in a timely manner and deadlines are met.
- To link with the performance team in relation to statutory returns and regular reporting, pointing out changes, improvements and any concerns.
- To develop ways of analysing data and presenting statistical information in a user-friendly formats, drawing attention to trends.
- To provide support to various service reviews as required, such as regular reviews of SAM Officer caseloads to ensure efficient service delivery across the city.
- To support senior roles within the SAM Service where required to ensure service delivery of key processes such as Tribunals and SEN funding.
- Line management of SAM Assistants.

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.</p>
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 19/12/2016

COMPLETED BY:

Katy Blessett