



Leicester Ageing  
*Together*

## Job Description

<b>Job Title:</b>	<b>LAT Data and Information Officer</b>
<b>Department:</b>	<b>Leicester Ageing Together</b>
<b>Reports to:</b>	<b>LAT Programme Lead</b>
<b>Hours of work:</b>	<b>37 hours per week</b>
<b>Place of work:</b>	<b>Flexible, within LAT wards</b>
<b>Contract:</b>	<b>Fixed Term until end July 2020</b>

## Primary Objectives

- To maintain and develop the use of the participant database for accurate reporting to partners, the National Lottery Community Fund, other funding partners and key stakeholders
- To monitor and collate statistical information to meet the requirements of the National Lottery Community Fund and other funders
- To ensure control of the central data base, audit requirements and reporting

## Main Duties

### Specific Duties

- Responsibility for recording participant data in connection with the Leicester Ageing Together programme, including reporting for quarters' end.
- Responsibility for ensuring data compliance with National Lottery Community Fund and Ecorys Requirements.
- To work with partner organisations ensuring that they use and keep the participant database up to date and accurate
- To be a point of contact for the National Lottery Community Fund for data information.
- To respond to queries from partners on requirements for data recording.
- To provide reports, including bespoke reports, information and technical support across Leicester Ageing Together, including to the Board and other key stakeholders
- To work with other Vista staff to produce accurate reports as necessary
- To assess new technology with appropriate training to support the programme



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- Implementation, maintenance and continual system improvement of data systems and maintenance.
- To develop and update policies, procedures and guidelines.
- To undertake other duties that may be assigned from time to time.
- To manage risk positively.
- To act within the law at all times.
- To work flexibly including additional hours from time to time to meet the requirements of the Job, this may include some unsocial hours working.

## Resources

### People

- All staff and partner organisations to resolve database, and IT queries

### Non-Financial

- Responsibility for statistical information reporting to Vista, the National Lottery Community Fund and any other funders and key stakeholders.
- Supporting partners with IT system questions and low level training.
- Access to support from the Ecorys team.

### Additional requirements

- To ensure activities comply with the requirements of the National Lottery Community Fund and any other funders/key stakeholders
- To ensure activities comply with current law
- To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

**Prepared by: RR**

**Date: 06/06/19**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## Person specification

Criteria	Essential	Desirable	How Identified
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>▪ Educated to A level standard</li> <li>▪ Minimum GCSE Grade 3 in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree in relevant field (e.g. business management, systems, statistics)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a finance environment or with project data</li> <li>▪ Experience of data compliance and reporting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complex data analysis</li> <li>▪ Using SPSS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent knowledge of Excel</li> <li>▪ Good communication skills</li> <li>▪ Highly numerate with attention to detail</li> <li>▪ Team Player</li> <li>▪ Proficient in MS Office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implementation of systems for data recording</li> <li>▪ Working knowledge of SPSS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interview</li> <li>▪ Test</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Supportive,</li> <li>▪ Motivated</li> <li>▪ Persuasive</li> </ul>		<ul style="list-style-type: none"> <li>▪ Interview</li> </ul>