

Job Description

Job Title	Intelligence Co-ordinator
Directorate	Children and Young People's Services
Service Area	Education and Inclusion
Grade	7
Competency Level	1
Salary	
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To lead on the coordination, validation and submission of statutory returns to the Department for Education (DfE), ensuring accuracy, completeness and compliance with DfE guidance and deadlines.

To provide high quality analysis of all education related data to support effective decision making and improved outcomes for children and young people.



Responsible For:

Not applicable

Directly Responsible To:

Deputy Education Performance Manager

Main Areas of Responsibility:

- Coordinate, manage and quality assure all statutory education returns including:
 - School Census
 - School Workforce Census
 - Alternative Provision Census
 - KS2 attainment returns
 - Early Years Foundation Stage Profile
- Provide specialist advice, guidance and support to schools and local authority services to facilitate the accurate completion of and submission of statutory and non-statutory returns
- Maintain an up to date understanding of national policy developments, legislation, statutory guidance and changes affecting education data collections and performance measures ensuring local processes remain compliant with changes in policy or specification
- Develop, implement and maintain robust quality assurance processes to validate, reconcile and monitor education data, identifying and resolving anomalies, discrepancies and data quality issues
- Monitor trends and recurring issues, implementing solutions to improve data quality over time
- Act as the key point of contact for schools, internal teams and partners on data and statutory returns

- Allocate, coordinate and oversee the work of team members in relation to statutory returns and data activities, ensuring deadlines are achieved
- Contribute to the production, analysis and interpretation of monthly, quarterly and annual scorecards, key performance indicators and other performance management information for all education related services, wider local authority services and schools
- Provide insightful analysis and commentary alongside performance data, clearly articulating key messages, trends, risks, emerging issues and areas requiring intervention
- Interpret complex data and present findings in a clear, accessible and meaningful way to senior leaders, elected members and other stakeholders to inform strategic planning, policy development and operational decision making
- Support senior leaders in using performance information to monitor progress against strategic priorities, evaluate the impact of interventions and identify opportunities for services improvement

Supervision and Management Responsibility:

- No supervision responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for a sustained period of time.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 5 GCSE's (or equivalent) grades A-C / 9-4 including Maths and English or significant relevant experience (A)

Desirable

- Evidence of continued professional development (A)

Experience

Essential

- Experience of managing statutory returns and working to strict deadlines (A, I)
- Experience of managing and analysing large and complex datasets within an education or public sector environment (A, I)
- Experience of producing high quality reports, dashboard and performance analyses for a range of audiences (A, I)
- Experience of monitoring and maintaining data quality, ensuring the accuracy, completeness and integrity of datasets (A, I)

Desirable

- Experience of working with DfE systems (e.g. COLLECT) (A, I)
- Knowledge of school MIS systems (e.g. SIMS, Arbor, Bromcom) (A, I)
- Understanding of data protection legislation (GDPR) (A, I)

Skills/Abilities

Essential

- Strong analytical skills and attention to detail with the ability to interpret complex data and identify trends and risks (A, I)
- Highly proficient in the use of management information systems, databases and reporting tools including advanced Excel skills (A, I)
- Strong organisational skills and ability to manage multiple competing deadlines effectively (A, I)

Desirable

- Power BI and SQL (A, I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. (I)