

Data and Information Management Officer



Job description and
person specification

Welcome

Are you interested in automating data flows and integrating multiple systems, improving information management in SharePoint, and developing insight from different data and system sources to assist informed decision-making? Do you have a keen interest helping stakeholders to make sense of data and unlocking possibilities in the use and harmonisation of different information systems?

We are looking for proficient Data and Information Management Officer who can work through multiple systems, cleansing the data, exploring possibilities for integration and process improvement using different tools, programming language and applications. The Data and Information Management Officer will be working with the IT Support Officer and the Business Insight Analyst and other stakeholders to ensure we support, resource and signpost colleagues and external stakeholders to the right information in the seamless way possible.

The successful candidate will be working within the Parish Services Team and collaborate with teams across different functions such as Safeguarding, Finance, Mission and Ministry etc. If you are excited by these possibilities kindly reach out to us to discuss this role further.

Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now. We pledge ourselves to action through: Creative Partnerships in Local Mission; Courageous Christian Leadership; Working for Justice; Climate action; Financing the Future Sustainably. As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with the Diocese of Salisbury

The role is offered as a Fixed Term Contract for 2 Years, with a working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance, and offer opportunities for flexible and remote working.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Line manager: Head of Parish Services & IT

Hours: 35

Duration: 2 Years

Salary: Up to £35,000 (Grade 4E)

Team: Parish Services, as part of Parish Support, Governance and Administration Team

Job description

The Parish Services team's function is to support, resource and signpost colleagues and external stakeholders. The purpose of this role is to ensure effective data flow and integration between systems, improving information and insight across the organisation, whilst also influencing system improvements and departmental process improvements.

Data matching, checking and cleansing

Working across 3 main data systems, ensuring data is accurate, at the right level and cross referenced whilst we work on automated linkage/updating of data.

Working with our IT Support Officer, Data Insight Analyst and key internal stakeholders to provide accurate reporting and insight. Liaising with colleagues within the team to support the internal development of our primary Contact Management System (CMS).

Coordination of key project support

Working closely with colleagues to support the work of the external Safeguarding Systems Together project and the internal development of CMS in conjunction with the decommissioning of our bespoke in-house system.

Arranging meetings, diary management, attending key meetings as note taker, collaborating, assisting to link up themes and trends. Work using our project management guidelines and tools, to successfully progress several workstreams at the same time.

Collective responsibility for Parish Support and IT team duties

Seek opportunities to innovate and improve working practices including the information management and staff confidence and capabilities of using SharePoint.

Coordinate and assist with periodic data collection activities. Provide support with diary management, organising meetings and if applicable, taking meeting notes, providing updates to colleagues. Providing reports, proof reading, collating information, sharing these with key stakeholders.

Person Specification



Qualifications & Training required

- Good standard of literacy and education (at least A level or equivalent)

Experience required

- Demonstrable level of experience or qualifications in data processing
- Demonstrable level of experience providing operational support with complex and structured processes in an outward-facing (customer) service role

Desirable:

- Experience of working with project management tools and processes
- Experience working with different programming language

Behavioural requirements

- Completer / Finisher
 - Improver - someone who is always looking at better ways to do things
 - Logical and organised mindset
 - Self-motivated, flexible, highly organised and able to effectively prioritise, control and organise own workload so that multiple aspects are managed appropriately
 - A high level of accuracy and attention to detail including when working on systems and databases, report writing
 - Sympathetic to the aims and ethos of the Church of England
- Desirable:**
- Inquiring mind, proactively considering ways of working that improve service provision

For full job description and person specification see [here](#).

Completing an application form

As part of your application please submit the following:

Part 1 Complete an [Application Form](#).

Part 2 One-page letter not more than 500 words, telling us about yourself, your motivation for applying for the role and you can include, the values and experience you will be bringing to the role.

Part 3 A current CV

Closing date: Sunday 17 March

Shortlisting: Monday 18 March

Interview (Tentative): Week Commencing Monday 18 March

Please return applications with supporting documentation by email to

hradmin@salisbury.anglican.org

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hradmin@salisbury.anglican.org



To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded [here](#).

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found here. [Safeguarding principles | The Church of England](#).

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England's, Diocese of Salisbury please feel free to peruse our website [The Diocese of Salisbury \(anglican.org\)](http://TheDioceseofSalisbury(anglican.org)). You can also find out more about the team you will be working with on the website as well.

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