

DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Data and Information Management Officer
TEAM:	Parish Services, as part of Parish Support, Governance and Administration team
DURATION	2 years
LINE MANAGER:	Head of Parish Services and IT
RESPONSIBLE FOR:	Parish Services team

JOB PURPOSE *(concise and broad statements in one or two paragraphs stating why the job exists)*

1. The Parish Services team function is to Support, Resource and Signpost colleagues and external stakeholders.
2. The purpose of this role is to ensure effective data flow and integration between systems, improving information and insight across the organisation.
3. To influence system improvements and departmental process improvements.

DUTIES AND RESPONSIBILITIES *(main accountabilities as headers; followed by 2 – 3 responsibilities)*

Data matching, checking and cleansing

1. 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.
2. Working with our IT Support Officer, Data Insight Analyst and key internal stakeholders to provide accurate reporting and insight
3. Liaising with colleagues within the team to support the internal development of our primary Contact Management System (CMS)

Coordination of key project support

1. 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
2. Arranging meetings, diary management, attending key meetings as note taker, collaborating, assisting to link up themes and trends.
3. 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

1. Seek opportunities to innovate and improve working practices including the information management and staff confidence and capabilities of using SharePoint.
2. Coordinate and assist with periodic data collection activities
3. Provide support with diary management, organising meetings and if applicable, taking meeting notes, providing updates to colleagues
4. Providing reports, proof reading, collating information, sharing these with key stakeholders

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Good standard of literacy and education (at least A level or equivalent) 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Experience of working with project management tools and processes Experience working with different programming language.
Competencies <i>(specific skills, knowledge and attributes required for the role)</i>	<ul style="list-style-type: none"> Proficiency and demonstrable experience working with Microsoft Office 365 and cloud-based virtual environment, e.g., SharePoint, ZOOM, confident in using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary 	<ul style="list-style-type: none"> Basic knowledge and understanding of the structures of the Church of England

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Attributes	Essential (or expected to train/qualify to that standard)	Desirable
	<ul style="list-style-type: none"> ▪ Excellent communication skills capable of relating well to a wide range of people with varying expectations 	
<p>Behavioural Requirements <i>(generic soft skills required for the role based on the grade)</i></p>	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Inquiring mind, proactively considering ways of working that improve service provision

Employee Name:

Line Manager Name:

Signature:

Signature: