Tracking Officer

JE Code: JE1276

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** |
| **Service** | Education, Sufficiency and Access |
| **Reports to:** | Team Leader – Young People’s Careers Information Advice and Guidance Team |
| **Job Family** | Professional/Technical |
| **Grade:** | E |
| **Political restricted** | N |
| **Date:** | April 2022 |

 **Key Deliverables**

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| 1. | To maintain and improve the existing data quality held on the NCCIS and IYSS database.  |
| 2. | Work closely with and report regularly to the management team to update the tracking strategy annually, monitor progress against NEET and Not Known targets, and identify solutions if there are emerging variances. |
| 3. | Be responsible for establishing and recording where young people are attending a place of education, employment or training and alert managers where there is a difficulty in obtaining this information.  |
| 4. | Work within professional standards and ethical boundaries, maintaining confidentiality and managing information in a manner that satisfies data protection requirements and adheres to the principles of informed consent of young people. |
| 5. | Fulfil the role of a Super User on IYSS including delivering training when required. |
| 6. | Provide regular Management Information reports including progress on NEET/Not Knowns, work with vulnerable groups, DFE returns - September Guarantee and Activity Survey and monthly MI. |
| 7. | Provide bespoke reports as and when requested and assist Management in analysing the data. |
| 8. | Help the front- line staff as and when requested. |
| 9. | Co-ordinate and undertake regular audits of IYSS and report to managers on emerging issues. |
| 10. | Liaise with data provider over any contractual compliance issues. |

 *Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| 1. | Minimum level of qualification NVQ level 4 or above. |
| 2. | Relevant qualification in data management or relevant recent experience. |
| 3. | Ability to work with databases and raw data, and to analyse and summarise both qualitative and quantitative information. |
| 4. | ICT skills – able to use Microsoft Office and apply information. |
| 5. | Knowledge of GDPR, Data Protection, FOI and the management of sensitive data. |
| 6. | Knowledge of young people’s engagement in education, employment or training. |
| 7. | Ability to train others on database functions and communicate instructions and support. |
| 8. | Evidence of being able to show initiative and to share best practice with others. |
| 9. | Willingness to be flexible and adaptable to meet service requirements. |
| 10. | Ability to review practice and identify development needs of others and self. |
| 11. | Ability to organise own work; meet targets and deadlines and manage conflicting pressures.  |
| 12. | Good communication skills to develop appropriate professional relationships with a range of partners  |
| 13. | Understanding of MKC safeguarding policies and procedures when working with young people |

Job Family

Professional/Technical

Grade E

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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level the experience and technical expertise of job holders enables them to carry out a range of complicated tasks and provide authoritative technical and procedural advice to colleagues and members of the public. They will monitor and take responsibility for a range of Council assets and will plan work outputs and project deliverables several weeks in advance.

### The Knowledge and skills required

The range of knowledge required for these roles includes an understanding of the policies and procedures across the specialist area in which job holders work as well as a solid underpinning of technical knowledge gained through dedicated, formal education.

Usually, job holders have been working within the specific field for a reasonable time and they have been exposed to many of the routine and more unexpected circumstances of their role.

This level is also appropriate for jobs requiring graduate or post graduate qualifications in a specific discipline, but which will not yet have the on the job experience necessary for full practitioner level expertise.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, Planning and Communication

Job holders will need to make judgements and creative choices related to the tasks they carry out and the advice or guidance they give others. Problems are likely to crop up quite regularly and their solutions will come from both standard practice guidelines and reliance upon jobholders’ technical expertise in their particular discipline.

Job holders will deal with many day-to-day issues but will also be required to plan ahead several weeks ahead to achieve personal and team goals.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision Making and Innovation**

Job holders enjoy some autonomy in determining the best practical approach to meeting goals and targets. Although working in a team context where working to recognised procedures ensures consistency, they will need to respond independently to unexpected problems and situations, referring particularly unusual or difficult issues to a manager.

### Areas of responsibility

At this level, rather than provide a straightforward service to others, job holders will need to carefully assess their specific needs and tailor their response appropriately. Alternatively, some roles will be responsible for implementing regulations in such areas as public health, housing or democratic governance.

There will be no supervisory responsibility at this level, but job holders may assist with the orientation of new starters, volunteers or students.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments. Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.