

JOB DESCRIPTION

Job Title:	Admin / Data Officer – 12 Month Fixed Term Contract		
Directorate:	People	Salary:	£29,093 - £34,314 plus LWA £706
Section:	Early Help	Grade:	BG-H SCP 15-24
Location:	Time Square / Bracknell Hotel	Work Style:	Flexible

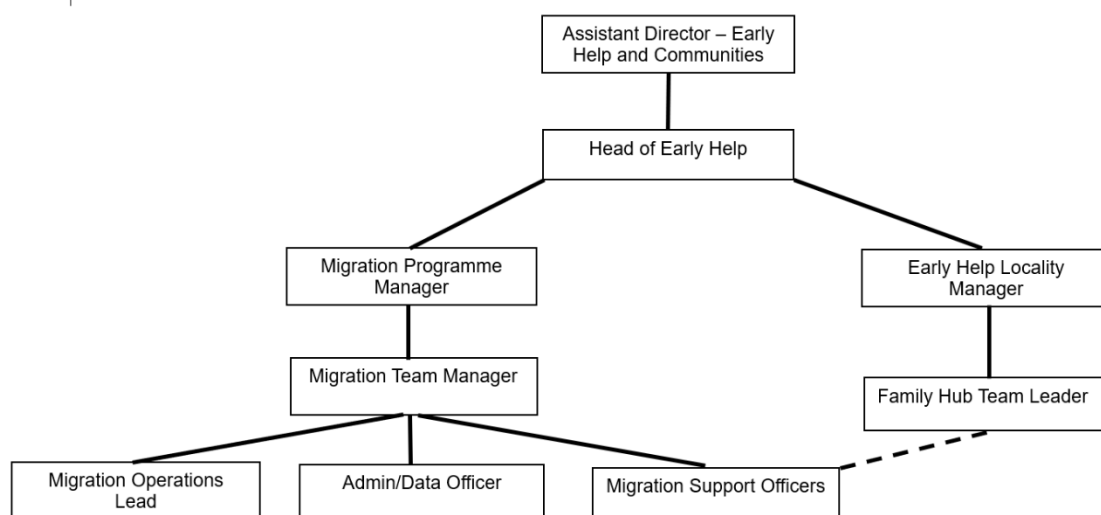
Key Objectives of the role

To maintain precise and up-to-date records of all families and individuals arriving, departing, and residing in the transitional hotel, ensuring consistency and accuracy across all data systems.

To develop and maintain a BI dashboard for tracking and reporting on the daily, weekly, and monthly flow of arrivals, and departures, ensuring that all required reports are submitted within deadlines.

To support the team with general administration tasks such as responding to emails, phone calls and enquiries.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Ensure that data on arrivals, departures and movement is captured in a timely and secure manner, providing real-time updates to relevant stakeholders.
- Prepare and submit data return, ensuring that all necessary documentation is provided and in accordance with funding requirements.
- Track funding spend and ensure proper reporting to stakeholders, ensuring that resources are allocated efficiently and in compliance with budgetary guidelines.
- Provide regular data reports to internal and external stakeholders, offering insights into the operational status and the needs of the transitional hotel.
- Ensure all data management practices comply with GDPR and local data protection regulations, ensuring the privacy and confidentiality of all individuals housed in the hotel.
- Establish strong lines of communication with other teams) to ensure seamless coordination and accurate data flow.
- Act as the key liaison for all data-related queries, assisting in audits and providing timely responses to internal and external requests.
- Develop and implement a BI dashboard to ensure that all required data returns, reports, and updates to funders and stakeholders are completed on time and are of high quality.
- Analyse collected data to identify trends, challenges, and opportunities for improvement within the migration process. Provide actionable insights to the team manager.
- Regularly review and update reporting processes to ensure they are efficient, accurate, and meet all compliance and operational standards.
- Ensure that the administrative needs of the team are met in a timely and efficient manner, contributing to a smooth operation of the hotel.

Scope of role

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	• Educated to a minimum of GCSE standard or possess equivalent experience • Proficiency in analysing and interpreting data to provide actionable insights. • Advanced skills in Excel (e.g., pivot tables, formulas) and other Office tools like Word and PowerPoint. • Knowledge of tools such as Power BI, to present data effectively. • Ability to prioritise tasks effectively and meeting deadlines in a fast-paced environment. • Meticulous with data and administrative tasks to prevent errors. • Ability to identify issues, analyse data, and provide solutions. • Strong administrative skills. • Excellent team-working skills and the resilience to work in demanding environments. • Excellent written and verbal communication skills, including the ability to respond to external emails and draft formal reports. • Strong organisational skills and attention to detail, with the ability to handle multiple tasks and meet deadlines. • Ability to handle sensitive information in a confidential and professional manner • Understanding of confidentiality and data protection principles.	• Understanding of the migration process, funding claims, and relevant legal and regulatory
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.	

Other Work Requirements	This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

