Manager Recruitment Template

Name of Team	Business Information Team (BIT)	
Name of Manager	Max Yardley	
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1. Pen picture of Teams

Key Activities	The team is part of the corporate Organisational Intelligence Department of the council which provides data analytics; performance, project and programme support throughout the council. In addition to corporate support the Business Information Team provide dedicated professional data and analytic support to adult social care. The team works across a variety of adult social care and corporate recording systems to develop and deliver business intelligence to inform strategic and commissioning decisions affecting activity for social care, as well as the team level reporting. The range and complexity of the reporting enables performance to be measured and tracked to support staff and managers to understand and manage performance. The team is responsible for developing and maintaining the reporting schedules which produce the statutory annual returns to central government. The Business Information team works with social care practitioners; finance teams, ICT and other system users to ensure that appropriate business processes and business rules are documented and available for use in the Electronic Social Care Record Database. The team also facilitates developments to the recording systems to support easier recording and to develop and improve recording requirements for system users to deliver more accurate data
Key Outcomes	• To develop and provide business intelligence reporting across IOW Council, adult social care, the South East ADASS Region and Nationally • Develop current and new systems and processes to support business intelligence improvements and accurate timely recording • Produce data quality reporting through the year to enable accurate and timely completion of the ASC statutory annual returns to central government. • Data and activity to support the council's response to Freedom of Information Requests within the statutory timescales. • Support to the corporate reporting schedules for senior officer and member performance management of the corporate plan

2. Roles within the BIT Team

Senior Business Information Analyst	• Represent the Director at regional and national events as the ASC performance and intelligence lead • Undertaking work and representing ASC in local groups with key partners across health, social care and the third sector to ensure the provision of data and intelligence relating to ASC and the wider system is used to inform decision making and manage performance

	• Develop the reporting and present the ASC Business Intelligence at the ODG; Service Board and the Integrated Alliance Management Board (plus other task & finish groups to support integrated working across the health and social care system). • Undertake additional in-depth analysis of business intelligence to inform and develop reports across a range of subject areas which require an evidence base to deliver recommendations • Bringing the ASC BIT into Org Intel to develop further links and support across the council for business intelligence • Work with key partners to develop integrated intelligence data across the health and care system • To develop and maintain accurate and real-time business information and analysis reports to inform the strategic and operational decision-making processes of adult social care, and to advance system continuity to ensure the accuracy and reliability such information. • To work closely with DASS, service managers, senior practitioners and teams to ensure activity and performance reporting is actioned at a local level to improve recording and reporting. • To ensure the timely/accurate completion of annual returns along with all reporting needs across ASC. • To proactively keep up to date with all published guidance in relation to statutory returns and other local and national data collection activities to deliver accurate and timely statutory returns for social care. • To raise/address new and emerging data collection issues for identified changes within the statutory return guidance • To work with corporate and service colleagues to deliver any required changes to the recording systems to ensure accurate and essential data collection is maintained. • To ensure that essential training and awareness is provided to all users to ensure that recording systems are used effectively • To develop and maintain robust activity reporting which leads to effective, accurate and timely information at service, team and manager level. • To report on data quality issues within the electronic recording system for the service, advising of changes that are required to deliver accurate activity data from the system. • Lead on the development of current and new reporting systems to better support the needs of the business inline with local and statutory reporting requirements. • To line manage the Business Information Officers and the Data Quality Officer and direct work flow to maximise the benefit of this post.
Business Information Officers (x3)	• To support the Senior Analyst in ensuring that 100% of annual returns are accurately completed, submitted and verified within the published timescales. • To ensure all FOIs, information requests from managers and officers are processed and delivered within timescales • To identity to the Senior Analyst any data quality issues that need to be addressed to maximize the accuracy of reporting and annual return completion. • Work closely with the Senior Analyst and joint post holders to agree allocation of work to meet reporting and return requirements and to ensure that all team members can cover each other's work.

	• Work closely with Strategic Manager (Organisational Intelligence), Senior Analyst and other ASC team members to develop PARIS reporting requirements to meet the performance needs of ASC at all levels (SB to Team reports). • To work with the Data Quality Officer to develop and maintain robust activity reporting which leads to effective, accurate and timely information at service, team and care manager level. • To facilitate developments to the recording systems to support easier recording and to develop and improve recording requirements for system users to deliver more accurate data. • To undertake internal report writing to deliver data quality and service information
Data Quality Officer	• Address data quality issues on a weekly basis which will impact on the completion and accuracy of annual returns and performance framework reports • Assist in the administration of the local and national user/carer surveys within the set timeframes. • Liaise with ASC workers on any corrective action required regarding ASC recording systems. • Support all members of the BIT in the completion of statutory returns • Support ASC workers with recording queries with ASC systems • Support all BIT officers with the development of ASC systems • Highlights areas of concern to Bit regarding DQ issues • Maintain BIT workplan and FOI register • Attend ASC system users' groups • Administer change requests to ASC systems from BIT