



Job Description

POST:	Data Officer
TEAM:	Oasis Restore
RESPONSIBLE TO:	Head of Data
SALARY:	£30,911 to £34,554
LOCATION:	Oasis Restore in Rochester, Medway, Kent.
WORKING PATTERN:	39 hours
DISCLOSURE LEVEL:	Enhanced

About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a therapeutic, learning community with education at its core, that embeds hope, stability and opportunity for children beyond the secure school.

Job Purpose

To support with the collection, analysis and processing of data and information across the organisation. Alongside the implementation, maintenance and quality control of data entry within the information systems across the site you will assist in supporting the data team's role in the analysis, evaluation and use of data, information, and intelligence.

You will be an essential part of the data team within Oasis Restore supporting the development of innovative analytical approaches to bring together data across the organisation. As a team, you will contribute towards analytical reports and dashboards to facilitate data sharing and its use to identify best practice and areas for development.

This is an opportunity for the successful candidate to work within a relatively new and innovative operational organisation to support with continued development of data systems, process and analytic solutions.

Specific Responsibilities

Championing Oasis Vision and Values

- Be personally aligned with the Oasis Ethos and 9 Habits.
- Support and participate actively in fulfilling the vision and values of Oasis Restore.
- Ensure an aspirational culture and ethos of challenge and support where all staff and children can achieve success and become engaged in their learning and the learning of others.
- Lead through Restore's cornerstones – Relationships, Discovery and Community, continuously seeking to understand the supporting theory and therapeutic principles.
- Champion practice informed by Restore's therapeutic philosophy and principles as outlined in the Restore Framework, enabling and leading staff to embed and prioritise this practice confidently, especially when under threat or in challenging situations.

Data Analysis and Reporting

- Support line manager with the processing of data and information across the organisation.
- Using analytical tools, including Microsoft Excel and PowerBi to support reporting requirements of both internal quality assurance and external organisations.
- Collate and submit accurate responses to requests for information, sector self-regulation, relevant inspections and statutory data returns within set time scales as agreed with the leadership team.
- Produce regular performance reports, for the whole school, departments and other teams in accordance with the agreed schedule so that performance can be monitored, targets can be agreed so that poor performance and risks are identified and can be managed.
- Work within the Oasis Restore data collection calendar that ensures data is collected in a timely manner and all deadlines are met.
- Provide support on performance improvement initiatives. Including working with the wider team to deliver processes to improve the quality of data recording.
- Create dashboards to provide accurate, easily accessible information linked to information needs across the organisation.
- As part of a team, and in consultation with the leadership team, work on the production of monthly reports in relation to independent visitors through statutory framework – Reg 44/ 45.
- As part of a team, and in consultation with the leadership team, work on the production of statutory reports for partners such as Ofsted, Department for Education, Ministry of Justice, Youth Custody Service and partnership boards such as Medway Safeguarding Partnership Board.
- As part of team, and in consultation with the leadership team, provide data and analysis to feed into Freedom of Information and Subject Access Requests.
- Liaise with the NHS colleagues to facilitate information sharing and collaborate on the production of reports.
- Ensure that data reports provided to internal and external audiences are reliable and accurate.

Management Information Systems and data quality

- Support with the administration of Restore's Management Information Systems (MIS) Bromcom and Clearcare, including management of access permissions, troubleshooting user issues and creating and updating forms in line with operational requirements.
- Act as a system expert, taking initiative to encourage and demonstrate best practice with colleagues through formal and informal training.
- Act as an important layer within the organisation's quality control mechanisms.
- Monitor data quality and take action to resolve data quality issues, liaising with appropriate staff as necessary.

- Play a key role in ensuring that data entered is clean; scrutinising potential discrepancies, to allow accurate reporting.

Leadership

- Act as a positive role model, using effective communication and appropriate language; to lead with wisdom and clarity.
- Operationalise the Restore Framework's philosophy, principles, and behaviours through your leadership of self, others and interactions with all children, staff, visitors, partners and stakeholders, including central government and Ofsted.
- Foster integration across Oasis Restore, working collaboratively and proactively with multi-disciplinary professionals to anticipate, formulate and resolve data problems as they arise.
- Maintain good communication systems with all staff, participating in meetings with the Senior Leadership Team, wider staff, and external agencies where appropriate.
- Contribute to the development of Oasis Restore by sharing effective practice, working in partnership with other providers of residential care of children and young people.

Monitoring standards and quality assurance

- Maintain excellent practice in accordance with the Children's Homes Regulations 2015, the Children Act 1989, the RCPCH Healthcare Standards for Children and Young People in Secure Settings (CQC), KCSIE and other relevant legislation.
- Contribute to the process of preparing for Ofsted inspections as outlined in Social Care Common Inspection Framework and report to the Registered Manager as needed on those arrangements to ensure Ofsted readiness at all times.
- Contribute to the implementation of Restore's meeting cycles as required, ensuring these are characterised by restorative principles.
- Participate in the organisation's learning, reflective, thematic and other reviews and quality assurance systems.
- Contribute towards whole-school development strategies that ensure the highest calibre of learning that creates a safe, nurturing, and positive environment and delivers to the Restore Outcomes Framework.

Staff Care and Development

- Embody the qualities of benign curiosity, reflectiveness and compassion described in the Restore Framework in relation to staff and children, recognising the power of unconscious dynamics in shaping behaviour and the central necessity of creating the space to explore these and use the information gained to build a responsive and dynamic understanding of the work.
- Contribute to continuous professional development programmes for staff, that support the provision of outstanding, caring provision.
- Draw on the support and expertise of the Head of Data and wider leadership team via line management, coaching and group reflective practice and all other working activities, maintaining excellent, open, responsive and collaborative working relationships.
- Maintain your own personal and professional development, in line with the culture described in the Restore Framework, in which staff look after their own and each other's emotional and physical wellbeing and commit to excellent, innovative practice.

Safeguarding

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- You will need to take an active role in ensuring that we are meeting our safeguarding and Keeping Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.
- You will maintain good practice in accordance with the Children's Homes Regulations 2015, the Children Act 1989, Ofsted, the RCPCH Healthcare Standards for Children and Young People in Secure Settings (CQC), Oasis Restore ethos and values and other relevant legislation.
- You will be aware of Health and Safety regulations as applied to Oasis Restore, and to ensure these are followed in order to maintain the safety of staff and children at the school.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none">An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos.<i>Relationships</i>: The conviction that providing the best care for children depends on the foundation of building deep, trusting and boundaried relationships characterised by unwavering commitment and integrity<i>Discovery</i>: The commitment to gaining knowledge and understanding through learning as you 'do', remaining reflective and open to ongoing experiences, ideas and learning<i>Community</i>: The belief that we are interdependent and equally responsible for the environment we create, and that the journey of discovery and relating is brought to life in community	A, I, GT, UT
Competencies	<ul style="list-style-type: none"><i>Relational skills</i>: the ability to persevere and build good, compassionate, responsive relationships, developing mutual respect and understanding and maintaining boundaries.<i>Curiosity and reflectiveness</i>: the capacity to discover self, other, context and new perspectives, being observant, open and self-aware, able to reflect, adapt and to foster this in others.<i>Containment</i>: the ability to remain calm, collaborative, caring and creative under pressure; reliable, punctual and well-organised, acting as a role model to others.<i>Teamwork</i>: able to work integratively and inclusively within and between teams, seeking out and exploring different views and contributing towards a shared goal.	A,GT, I, UT

	Criteria (Essential and Desirable)	How it will be assessed
	<ul style="list-style-type: none"> • <i>Communication</i>: able to collect, record and interpret multiple forms of information relevant to the role; strong oral and written communication skills. • <i>Flexibility and managing complexity</i>: able to anticipate and manage change flexibly and responsively, and to consider diverse issues and needs in decision-making. 	
Qualifications	<ul style="list-style-type: none"> • Degree educated or equivalent industry qualifications with a high level of numerical content • Power BI Data Analyst Associate certification (desirable) 	A, UT
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> • High level of attention to detail applied in a data setting. • Experience identifying and robustly investigating data quality issues and discrepancies. • Experience of working within a strategy, performance or business improvement environment (desirable). • Understanding of principles of data quality, data protection and information sharing and how to apply them. • Excellent analytical skills with the ability to spot trends and anomalies in large and complex datasets. • Experience of working independently and within a team to develop reports, deliver insights and provide advice. • Understand the consequences of presenting unreliable data and inaccurate analysis. • Understand the need for confidentiality. • Ability to work within a set of organisational policies, practices and procedures. • Excellent knowledge of data and analytics tools including spreadsheets, performance management software and Power BI (desirable). • Understanding of data pipelines • Experience in a database or data administration role (desirable) • Ability to use analytical skills to interpret complex information • Experience of undertaking work that requires a range of imaginative solutions. • Experience of whole-system, multi-disciplinary and integrated education, health and care systems (desirable). • Excellent verbal and written communication skills • Basic knowledge of data protection protocols. 	A, I, UT, GT

*A= Application form
 I= Panel interview
 GT= Group Task
 UT= Unseen task, Presentation