

JOB DESCRIPTION

<u>Job Title</u>	Systems and Data Analyst
<u>Reports to</u>	Systems and Data Manager
<u>Reporting staff</u>	None

Job Purpose

To manage and develop information systems in line with Service policies. To provide advice, support and performance reports to managers at all levels including external partners.

Generic Responsibilities/Job Family*Technical*

To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or coordinating application/assessment processes.

To act as a point of contact for the function and provide appropriate advice. Guidance and/or support.

To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	To maintain and development management information systems within the principles of good governance.
2	To ensure that data and associated user systems are accurate, timely and consistent to support sound decision-making, undertaking the role of Information Asset Owner under the HMG Security Policy Framework.
3	To analyse and evaluate complex data to provide reports and advice to managers at all levels to improve Service performance.
4	To ensure that systems and data are migrated in a well-structured and managed way.
5	To develop procedures, guidelines and training to ensure that information is accurate and timely.
6	Represent the Service at technical user groups and networks.
7	Liaise with external partners and contractors to exchange high quality data including dealing with freedom of information requests.
8	Supervise temporary staff or external consultants and contractors in the development or procurement of agreed solutions.