



Job Description – Data Management Officer

Responsible to: Corporate Strategy Manager

Grade: 1 - 2

Main purpose of the role:

- To assist with the day to day administration of the Board's Revenue and Asset Management systems and associated procedures.

Key Responsibilities

- Day to day operation of Board's Drainage Rating System
- Preparing annual rate demands
- Assisting with customer enquiries
- Preparing updates to land and property information
- Receiving and processing payments
- Managing the Asset Register
- Managing Geographic Information System (GIS) records
- Any other duties appropriate to the role

Person Specification

Role: Data Management Officer

	Essential	Desirable
Qualifications and Training	Minimum 5 GCSEs Relevant Vocational Qualification	Qualification in IT, Asset or Financial Management
Experience and Knowledge	Experience in a work environment that requires use of data management and recording systems Experience working in a customer focus	Intermediate knowledge of IT systems and software e.g. ©Microsoft Access
Skills and Abilities	IT Literate Numeracy Skills Interpersonal Skills	Ability to demonstrate spatial awareness Demonstrate experience of task focussed activities