Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Mosaic Data Cleanser
Job Reference	713228
Service	Children's Social Care
Team	Performance and Intelligence
Location	Shute End
Reports to	Jo Feeney
Responsible for	N/A
Grade	6
Contract Type	Permanent
Hours	Full Time

Main Accountabilities	
1.	Correct Data Errors with MOSAIC
2.	Support Staff to cleanse errors requiring SW decision making
3.	Work with colleagues to identify training needs for MOSAIC users based on most common errors by type/activity

Person Specification	Essential	Desirable
Education/Qualifications	N	No
Experience	Y	Knowledge of Children's Services
Skills/Knowledge	Y	Previous knowledge of Mosaic or another children's MIS
Behaviours/Attributes	Y	Use of initiative/motivation

Purpose Details	
Service Purpose	**Children's Services** 1. Provision of high quality and effective services to children, young people and families 2. Provision of effective and high-quality Safeguarding services for children and young people at risk of harm 3. Delivery of high-quality support and challenge to schools, recognising the Council's enduring responsibility to promote the best outcomes possible for its children and students 4. Assurance that the Council is effective, ambitious and successful as a Corporate Parent to the children and young people in its care 5. Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes 6. Delivery of effective and efficient services offering good value for money 7. Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member
Role Purpose	To support operational staff in their usage of databases and electronic case management systems, with a particular focus on data quality, correction of data errors & gaps and support for Social Work colleagues in closure of forms in draft and incomplete pathways within MOSAIC.

Supervision and Relationships	
Supervision Received	Monthly Supervision
Supervision Given	N/A
Contacts	Social Workers, Health Colleagues, YoS, Education colleagues

Resources/Budget Management
N/A

Special Requirements
N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N

Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid Working from home and office

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	04/08/2025
Evaluated by:	HR Team