



JOB DESCRIPTION

Job Title: Administration and Data Support Officer (Full-time, fixed term for 18 months) - High Intensity User Pilot

Salary: £19,430 pro rata (17.5 hours per week) – Actual salary £9,715

Location: Based at Sefton CVS Burlington House. However, the post is borough wide and will require some travel.

Responsible to: High Intensity User and Reablement Co-ordinator

Job Purpose:

Sefton CVS in partnership with South Sefton CCG and Southport and Formby CCG will deliver a pilot project working directly with Sefton residents who are using urgent care services inappropriately.

A team of 'Outreach and Intervention Workers' will work with 'high intensity users' to reduce the number of emergency ambulance calls and unscheduled care interactions. The 'Outreach and Intervention Worker' will focus on positive behaviour change addressing those issues that are contributing to inappropriate care seeking behaviours.

The Administration and data support officer will provide administrative and data management support to the project coordinator and the workers

Behaviours

The post holder must demonstrate the following behaviours:

- Provide support with a view to improving quality
- Provide appropriate and constructive challenge
- Create a culture that looks for understanding and solutions
- Visibly and positively respect and value the sector and staff
- Communicate a consistent and clear message to all

- Respect, listen to and value others views
- Maintain a customer focus with a relentless pursuit of excellent outcomes
- Have collective integrity and responsibility
- Endeavour to improve outcomes for the communities of Sefton

Main Duties and Responsibilities:

1. To provide administrative support to the project coordinator and the outreach and intervention workers.
2. To support the outreach and intervention workers in responding to client referrals in a timely manner.
3. Be responsible for accurate data inputting onto the identified IT system ensuring compliance with information governance.
4. To support the project coordinator in the extraction and analysis of performance data and the production of reports.
5. Attend mandatory training to fulfil the role and undertake personal and professional development.
6. Contribute to the evaluation of the service, collate and input timely data and suggest/implement service improvements.
7. To be accountable for ensuring that all records are maintained in accordance with Sefton CVS's Records Management and Information Governance policies.
8. To be accountable for ensuring personal compliance with all Sefton CVS's policy and procedures including safeguarding children and adults and health and safety alerting the line manager of any issues or concerns in relation to delivery of the service.
9. To produce performance and quality improvement reports as required by Sefton CVS.
10. Undertake other duties as may be reasonably required within the general terms of the job description.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTQ)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Questioning friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

REQUIREMENTS	E/D	
QUALIFICATIONS/SPECIAL TRAINING		
<ul style="list-style-type: none"> Evidence of continued professional development appropriate to the role 	E	Application/Interview
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> Able to demonstrate a commitment to and understanding of confidentiality in relation to the post, including an understanding of GDPR requirements. Excellent IT skills with an ability to use data analysis functions in Microsoft Excel including using pivot tables and formulae. Ability to prioritise and organise own work load. Ability to evaluate appropriate service developments with support from managers. Excellent communication and interpersonal skills. Ability to work independently, under pressure with flexibility. Excellent team working skills. Willing to work flexibly outside normal working hours to meet the needs of the service. 	E E E E E E E E	Application/Interview Application/Interview /Test Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview

EXPERIENCE		
<ul style="list-style-type: none"> • Extensive experience of analysing large datasets including the use of pivot tables. 	E	Application/Interview/Test
<ul style="list-style-type: none"> • Experience of managing and using databases, developing presentation materials & reports. 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of analysing health and social care data 	D	Application/Interview
PERSONAL REQUIREMENTS		
<ul style="list-style-type: none"> • Self motivated and resilient 	E	Application/Interview
<ul style="list-style-type: none"> • Ability to work independently 	E	Application/ Interview