



## Role Profile

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| <b>Job Title:</b>      | Information & Systems Administrator  |
| <b>Team:</b>           | Central Services   |
| <b>Reports to:</b>     | Information & Systems Manager  |
| <b>Period of Post:</b> | Permanent  |
| <b>Location:</b>       | Based at Hansel, Broadmeadows, Symington, Ayrshire, working within the communities in which the organisation is active/potentially active (mainly Ayrshire/West of Scotland)                                   |
| <b>Hours of Work:</b>  | Normally 35 per week<br>Additional hours may be required to be worked in order to meet the exigencies of the service   |
| <b>Salary scale:</b>   | The salary scale for the post is: <ul style="list-style-type: none"> <li>• Point 17      £19,530</li> <li>• Point 18      £20,082</li> <li>• Point 19      £20,487</li> <li>• Point 20      £20,904</li> </ul> |

### Job Purpose:

To assist with the development of effective information and communication systems and mechanisms to enable accurate and relevant information to be shared with colleagues, customers and external agencies in a timely manner.

### Key responsibilities:

- Auditing system use and data quality and supporting users to meet compliance expectations.
- To support the Information & Systems Manager with the implementation of new systems, backfilling of data, providing training and on-going support to end-users and operational cover when resources are limited.
- To assist in the configuration of systems: assessing user needs, change control and documentation.
- To assist in the development of reporting mechanisms.

### Key Activities:

The post holder will be responsible for the following activities:

- Accurate backfilling of data required for new systems through cleansing and uploading of existing datasets or re-keying.
- Auditing system use and data quality and supporting users to meet compliance expectations
- Introducing new users to systems through formal, and informal, on the job training.
- Supporting services during periods of 'parallel running' when new systems are being introduced.
- Supporting services to ensure systems are kept up to date at times of operational resource limitation.
- Assisting with the development of training materials and step by step 'How To' instructions.

- Assisting with the identification and assessment of information requirements across the organisation.
- Assisting in the identification, configuration and implementation of systems to meet requirements, including reporting mechanisms.
- Assisting with the documentation of systems including change control and version control.
- Assisting with Information Governance tasks including those which ensure GDPR compliance.
- Providing general end-user support for MS Office products.
- Maintaining good working relationships with colleagues at all levels within the organisation

**Organisational:**

- Ensure the values of Hansel are reflected in your work and that all services provided are delivered in line with our vision and core values.
- Ensure that the rights, choices, dignity and safety of our customers are promoted appropriately.
- Assist in the development of a 'Continuous Improvement' culture.
- Represent the organisation in a professional manner at all times.
- Ensure compliance with all regulatory, statutory and legal requirements.
- Recognise and respect the diversity of internal and external customers.
- Support the wider team during busy periods and peak workloads, e.g. team member absences etc.
- At all times comply with the Health and Safety policy and procedures and draw to your manager's attention any unsafe working practice/conditions.
- Ensure you comply with your duties and responsibilities under Adult Support and Protection legislation.
- Ensure that the policies and procedures of the organisation are followed at all times.
- Attend training and supervision sessions as requested by the line manager or Service Manager.

*This list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time. The post holder will be responsible for a combination of the objectives described above dependent upon the requirements of the organisation and customers.*

| <b>PERSON SPECIFICATION</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|---|------------------|------------------|
| <b>EXPERIENCE</b>   |                  |                  |
| Experience of working positively with colleagues at all levels  | ✓                |                  |
| Experience of providing end user support  |                  | ✓                |
| Experience of using databases   | ✓                |                  |
| Experience in the social care sector/housing/public sector or similar                                 |                  | ✓                |
| Experience of rostering/resource management/logistics software  |                  | ✓                |
| Experience of the introduction of new information systems   |                  | ✓                |
| Experience of delivering informal training  |                  | ✓                |
| Experience of undertaking audits  | ✓                |                  |
| <b>EDUCATION AND TRAINING</b>   |                  |                  |
| Qualified to HNC level in relevant topic or equivalent experience                                     | ✓                |                  |
| Willingness to commit to continuous professional development  | ✓                |                  |
| <b>KNOWLEDGE &amp; SKILLS</b>   |                  |                  |
| Knowledge and understanding of information systems based on databases                                 | ✓                |                  |
| Knowledge and understanding of the principles of data protection and awareness of current legislation | ✓                |                  |
| Excellent organisational, administrative and report writing skills                                    | ✓                |                  |
| Proficient in the use of the Microsoft Office suite   | ✓                |                  |
| Ability to operate effectively in and across teams and on own initiative                              | ✓                |                  |
| Attention to detail   | ✓                |                  |
| <b>CREATIVITY &amp; INNOVATION</b>  |                  |                  |
| Problem solving ability   | ✓                |                  |
| <b>COMMUNICATION</b>  |                  |                  |
| Excellent interpersonal skills and able to communicate effectively at all levels                      | ✓                |                  |
| Ability to collate and present information in a range of formats                                      | ✓                |                  |
| <b>DECISION MAKING</b>  |                  |                  |
| Robust analytic approach  | ✓                |                  |
| Ability to identify and analyse risks to support safe and effective decision making                   | ✓                |                  |
| <b>VALUES</b>   |                  |                  |
| Demonstrate respect at all times and possess a core value of respect for diversity                    | ✓                |                  |
| <b>OTHER ATTRIBUTES</b>   |                  |                  |
| Ability to prioritise workload and manage competing demands   | ✓                |                  |