

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

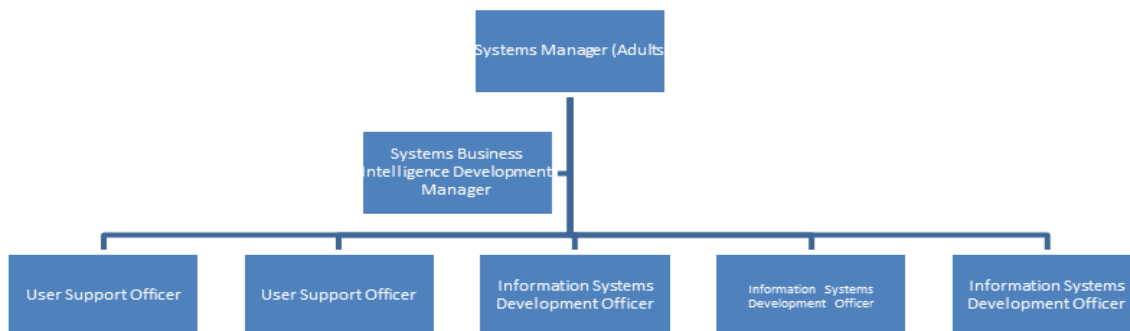
SERVICE	:	CORPORATE SERVICES
SECTION	:	DIGITAL, ICT AND TRANSFORMATION
LOCATION	:	NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE
Job Title	:	Information Systems Development Officer (Adult Care)
Grade	:	Grade 6
Accountable to	:	Systems Manager
Accountable for	:	Not applicable
Hours of Duty	:	37 flexible working hours. A work-life-balance scheme is in operation
Any Special Conditions of Service		Occasional evening or weekend work for which there will be compensation in accordance with local conditions of service.

Requirement to travel within and outside the Borough.
Requirement to travel within, and outside, the Borough. For car owners, casual car allowance is payable.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The ICT Service is at the forefront of development and change often through implementation of new systems through a variety of projects working across the Council and its partners

The postholder will provide developmental and technical support of the systems that support Adult Care services and additional systems used within the Information Unit. The postholder will assist in enabling the effective exchange of management data to the services, Rochdale Council performance board, Statutory bodies and Central Government

The postholder will take the lead on business process re-engineering with Service Users of the allocated System and liaise with Customers, Government departments, software suppliers and the business solutions team to develop relevant applications that support the modernisation agendas for the Services supported.

The postholder will work with various internal services and external agencies to develop and maintain the systems that support the Services Local and National Agenda's including data sharing initiatives. Working with Services on their Integrated working initiatives, e.g DWP and Health Authority bodies in relation to connecting to Health, National Care Records, and information sharing requirements.

The postholder will develop and maintain relevant reporting tools to extract, interrogate and collate information from systems and associated applications to provide statistical information for both statutory and management information requirements.

Control of Resources

Personnel

None

Financial

None

Equipment/Materials

To be responsible for effective use of equipment and materials including computer hardware and software and other office equipment.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Staff within ICT and other staff throughout the Authority, members of the Council.

External

Employees of the Health Authority, other Local Authorities and other partner agencies as required;
Suppliers of Information Technology equipment and software.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.

Principal Duties

- 1 To operate as a member of the MIS Team and to assist the Systems Manager in establishing, developing, implementing, maintaining and reviewing systems that support Adult Care Services and other related projects.
- 2 To liaise with senior managers and operational staff within Services and take the lead on business process re-engineering to support the Transformation Agenda
- 3 To work with Services to develop and maintain systems used in or required to enable effective data recording, storage and exchange.
- 4 To liaise with the Business Solutions Team, other ICT Teams and software suppliers to develop integration between systems and test routines for importing and exporting data.
- 5 To develop and maintain reporting tools e.g., Power Bi,T-SQL, SSRS to assist the Systems Manager in the extraction, analysis and interpretation of data for management information, statutory PI's and planning and improvement purposes.
- 6 To support and encourage the effective use of management information; and exchange of data as outlined within the Information Management Strategy and in accordance with the needs of Rochdale Council and Agencies as permitted by agreements and legislation.
- 7 To provide user support in the creation and usage of reports using reporting tools and Microsoft Office Tools.
- 8 To provide high quality information for Executive Leaders, Heads of Service, other Managers, Elected Members and partner agencies as required.
- 9 To assist in training and support for operational employees in the use of the core record systems within the MIS Team, e.g. ALLIS and Controcct-SQI
- 10 To act as 2nd level support / contact officer for users of software supported by the MIS Team.
- 11 To work closely with other teams in ICT Operations and Business Solutions to develop the systems to support Adult Care .

- 12 To lead on initiatives and projects using project management methodology under the direction of the Systems Manager
- 13 To provide support with internal services and external agencies to develop and maintain appropriate systems assisting in the development of a data sharing protocols.
- 14 To attend relevant Local, Regional, and National Meetings/Seminars as information and technical specialist, in order to keep abreast of new developments and share good practice with neighbouring Authorities as appropriate.
- 15 To take an active part in user acceptance testing of any new applications or modules made available by software suppliers
- 16 Assisting the Information Asset Owner in identifying and use of Information Assets

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake external training relevant to the post when required as agreed within personal development programme.
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Head of Service _____ Date _____

Rochdale Borough Council
Person Specification

Directorate:	Corporate	Post:	Information Systems Development Officer (Adult Care)
Service:	Digital, ICT and Transformation	Grade:	6
Job Ref:			

Note to Candidates:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show how you have to be considered for the job. The How Identified column shows how the Council will obtain the necessary information about you.

If the How Identified column says the Application Form next to an Essential Criteria, you must include in your application enough information to show how you meet these criteria. You should include examples from your paid, voluntary work or education.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Skills and Knowledge		
1. Knowledge and use of Microsoft Office Applications	E	Application Form, Interview
2. Awareness of legislation relating to Adult Social Care	E	Application Form, Interview
3. Demonstrable skills in the configuration of Adult Care case management systems	E	Application Form, Interview
(b) Qualifications and Experience		
4. Detail your experience in information collection, analysis and interpretation	E	Interview
5. Experience of maintaining management information system	E	Interview
6. Experience of system administration for the collection, use and exchange of data, document management and matters related to data security	E	Application Form and Interview
7. Please demonstrate your experience in using SQL or other query reporting systems in order to provide statutory & management information.	E	Application Form, Interview
8. Please detail your experience of creating and developing database reports and routines to meet user requirements	E	Interview
9. Experience of developing databases in a workplace	E	Interview
10. Experience in using project management methodology	E	Interview
11. Experience of taking the lead on business processing re-engineering with a MIS system to ensure that it is developed to meet the needs of the service area	E	Application Form and Interview
12. Experience of providing user support for database applications	E	Interview
(c) Behaviours and Values		
13. Approach the job at all times using the values set out below: - Proud of the difference we make - Passionate about the diversities of the Borough - Pioneering and Open in our Approach	E	Interview

