

Kent County Council

Job Description: *Programme Administrator*

Directorate:	Strategic and Corporate Services
Unit/Section:	Homes for Ukraine
Grade:	KR6
Responsible to:	Programme Officer

Purpose of the Job:

The purpose of this post is to assist in ensuring accurate and timely data is held on Homes for Ukraine systems as identified by Programme Co-ordinator and Officer.

Main duties and responsibilities:

- Have great understanding of the Data Quality to manage information correctly to identify areas of improvement.#
- Complete downloads of data quality reports for Homes for Ukraine team and partner agencies in a timely manner to support the programme Officer in in-depth analyse of data quality to identify required corrections.
- Complete regular corrections of system data, such as duplicate records or use of wrong fields, to correctly record data identified through data quality check reports. Able to work at fast pace with a high level of accuracy
- Complete adhoc corrections within the system identified by colleagues in the Team to improve data quality for Homes for Ukraine Programme
- Input completed checks carried out as part of the Programme onto the Foundry system
- Support the Co-ordinators , Officer and Support workers with specific delegated tasks to implement and evaluate new system solutions.
- Ensure compliance with information governance requirements, KCC policies, practice standards and service requirements at all times to reduce risks of data breaches and poor inspection ratings.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Programme Administrator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ level 3 (e.g. IT User Skills) or equivalent qualification or demonstrable equivalent knowledge and skills.
EXPERIENCE	<ul style="list-style-type: none"> Experience of using advanced Microsoft applications. Experience of using IT systems Proven experience of identifying and rectifying system issues. Experienced in establishing relationships across a wide range of services.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to prioritise workload and work to deadlines. Ability to continually adapt to a changing environment Excellent oral and written skills Developed presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences Strong organisational skills Excellent attention to detail and accuracy
KNOWLEDGE	<ul style="list-style-type: none"> Data protection requirements, particularly those relating to data sharing across agencies. Proficient understanding of KCC business needs and current systems
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets