

**Directorate: Adult Social Care and Health**

**Unit/Section: Business Development Unit – Systems and Performance Team**

**Grade: KR10**

**Responsible to: ASCH Systems Manager**

**Purpose of the Job:**

The post holder will support an Adult Social Care and Health Systems Strategy by capturing existing and future technology requirements across the Directorate, working with colleagues to research and evaluate technological solutions and plan their implementation. The post holder will propose how the system will be supported, how they integrate with existing systems and identifying potential costs and benefits.

**Main duties and responsibilities:**

1. Work closely and build positive relationships with operational managers and teams to understand business needs and promote proactive engagement with the Systems team to resolve issues and requirements.
2. To apply specialist knowledge and expertise to the role to find effective solutions to business requirements. Support the Systems Manager to produce technical specifications for partners/providers in the commissioning and procurement of new solutions.
3. Continuously horizon scan for potential system and technological innovations that could contribute to Adult Social Care and Health through industry research and networking with partners in Health and Social Care. Take pride in seeking continuous improvements and having contemporary knowledge of market discoveries to support system development.
4. Ensure all system and process developments consider, and are compliant with, information governance requirements, Adult Social Care and Health policies, practice standards and service requirements to reduce risks of data breaches and poor inspection ratings.
5. Work closely with the colleagues in Systems and Performance to plan the development, configuration and implementation of new systems and system requirements, delegating tasks where necessary.

6. Support Systems colleagues in evaluation of effective change and upgrade implementations generated through the role to take forward learning into future endeavours.
7. Support operational managers and teams on specialist project work as and when required.
8. Line management responsibility for the Systems Development Officer and Systems Data Officer, completing regular supervisions, managing leave requests and workload priorities to encourage positive work outcomes.

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.

# Kent County Council

## Person Specification: *ASCH Senior Systems Development Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ level 4 or equivalent qualification or demonstrable equivalent knowledge and skills.  Kent Manager
<b>EXPERIENCE</b>	Experience of using advanced Microsoft applications. Experience of using Adult Social Care and Health systems. Experience of developing new business or IT system processes. Experience in establishing and managing relationships across a wide range of services. Experience negotiating with providers on products/services. Established experience of project management and ability to deliver outcomes within tight deadlines. Proven experience of identifying and rectifying system issues.
<b>SKILLS AND ABILITIES</b>	Ability to supervise and motivate staff, delegating tasks and prioritising effectively. Ability to work with colleagues from different teams and across organisational boundaries to achieve shared goals. Able to establish and manage relationships across a wide range of services. Ability to prioritise workload and work to deadlines. Ability to continually adapt to a changing environment. Excellent oral and written skills Ability to use technical knowledge and expertise to identify and resolve complex problems, including understanding of technical infrastructure and architecture of management information systems to identify efficient ways of working. Developed presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences. Strong organisational skills. Ability to offer a holistic view of how systems interact across all areas of business and systems usage.

<b>KNOWLEDGE</b>	<p>Proficient understanding of Adult Social Care and Health business needs and current systems.</p> <p>Data protection requirements, particularly those relating to data sharing across agencies.</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>