

Job Description

Job Title	Systems Support Officer
Grade	Band G
Reporting To	Team Manager
JD Ref	BUS

Purpose

Support the implementation of high quality system configuration and development in order to deliver highly effective information/case management/financial systems. Providing high quality support, training and advice to all authorised users of Directorate systems. Identifying gaps and weaknesses in user knowledge, system usage and functionality; to support product development and user best practice and feed into training, product development and reporting work streams.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Deliver high quality training and support directly to all authorised users of departmental information / case management systems. Taking an active role in system upgrades, User Acceptance Testing (UAT) and roll out of new functionality.
- Deliver and evaluate departmental information/case management system training courses appropriate to the needs of staff.
- Provide a 1st and 2nd line response to user issues and ensure resolution for all Departmental systems.
- Configure and integrate data between supported systems to meet operational requirements e.g. pick lists, drop down menus, system letters, dynamic forms, security profiles and workflow for implementation via the manager.
- Deliver planned and ad hoc training courses to support all aspects of systems supported by the team. To become and maintain expert user status for social care systems and be able to use and understand the systems in their entirety.
- Administer the user accounts of all supported systems – ensure that new staff are sufficiently trained and have appropriate access to all systems. Assist with regular user audit programs. Implementing appropriate user security/permission profiles that are appropriately deployed to users.

- Assist in the development and administration of user testing programs alongside new product releases. Support users through the completion of user acceptance testing and work on tasks assigned by the line manager in line with the systems development plans.
- Develop and maintain high-quality training materials for all systems; including documentation, formal and informal training courses, and self-directed learning materials (CYP roles only).
- Regularly refresh training materials to ensure that they remain current, accurate and keep pace with product developments and service priorities (CYP roles only).

Data Analysis and Decision-Making:

- Resolve issues locally where possible, escalate product issues to software suppliers, and monitor their resolution. Identify causes and propose methods to mitigate issues.
- Support the identification and resolution of data quality issues within supported systems. Assist with data quality continuous improvement work, systems configuration and data integration between systems.

Performance Management:

- Be expert users of Liquidlogic case management systems and the associated ContrOCC financial system.

Compliance:

- Use system administration tools to recover, correct data, fix errors e.g. roll back/forward).
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NVQ Level 3 or equivalent and/or substantial experience.

Desirable

- IT related qualification.

Knowledge & Skills

- High level of IT skills e.g. configuration, development, fault finding and diagnosis.
- Ability to present clearly and persuasively.
- Ability to demonstrate a high level of presentation skills applicable to all levels of audience.
- Up to date knowledge of the social care work practices, systems, processes and procedures.
- Sound analytical and problem solving capability.



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- Excellent understanding of case management systems.
- Excellent understanding of processes in relation to social care.
- Ability to plan and organise a range of activities and priorities within a focused area of service.
- Ability to operate within a complex service area.

Desirable

- Able to plan own work and work of others.
- Outstanding knowledge of Liquidlogic and associated systems.
- Excellent understanding of processes in relation to Social Care.
- A sound knowledge of Data Protection principles and practices.

Experience

- Proven experience of working with case management systems.
- Proven experience of delivering training.

Desirable

- Experience of working in a Helpdesk Support environment.
- Experience of developing training materials.

Additional Information

There may be the occasional need to work out of hours to support the implementation of new or upgraded systems.

Required to move, lift and carry IT equipment for training purposes.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Approved By: Head of Service

Date Of Approval: 11th November 2015



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