

JOB DESCRIPTION

ASPIRE COMMUNITY BENEFIT SOCIETY LIMITED

POST TITLE Systems Manager

POST(S) TO WHICH DIRECTLY RESPONSIBLE Operations Director

POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE Data Assistant and other relevant staff

PURPOSE OF THE JOB

To oversee the development and maintenance of business solutions which ensure our front line staff are empowered to deliver outstanding care to the people we support.

To improve the business process, provide management and board with management information and business intelligence and manage our IT strategy and relations.

RESPONSIBILITIES

To work collaboratively with front line services and the central management team to develop solutions which enhance business processes.

To apply both an enquiring and analytical approach to trouble shooting and problem solving.

To seek out areas for improvement and make suggestions for improvements across all areas of the business.

To help oversee Aspire's transition from current IT infrastructure to a mobile based platform.

To develop systems and manage the organisation and administration of staff training.

To comply with data integrity and security policies.

To participate in training and development activities as necessary to ensure up to date knowledge, skills and continuous professional development.

To comply with the requirements of all Aspire's policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

To actively promote and support Aspire's Policies on Equal Opportunities and to work in an anti-oppressive manner.

RELATIONSHIPS

The post holder will work as a senior member of the management team, maintaining a close working relationship with other colleagues, customers, carers, and other agencies in partnership with the people we support taking account of confidentiality, including data protection.

PHYSICAL CONDITIONS

The post holder will be based at:

Aspire Community Benefit Society
Westfield Chambers
Westfield Business Park
Lower Wortley Road
Leeds
LS12 4PX

SOCIAL CONDITIONS

The Service is available 24 hours per day, 7 days per week, 365 days per year. The standard hours for this post are 37 per week, worked Monday to Friday. In exceptional circumstances there may be a need to work evenings and weekends. Flexible ways of working will be required and an ability to accommodate different lifestyles, goals and aspirations of individuals.

PROSPECTS

Promotion

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within Aspire which potentially provide the opportunity for career progression.

Any subsequent vacancies will be filled in compliance with agreed Aspire procedures.

Training

Aspire has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

QUALIFICATIONS

Educated to A Level standard with a relevant professional qualification.

SPECIAL CONDITIONS

None

Job Description Prepared / Reviewed:

Chief Executive/ Operations Director

Date: 30/03/2017

Person Specification

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

SKILLS

Ability to be a self-starter and be able to be a self-sufficient individual.

Ability to be a team player and to have a ‘can do’ attitude. Ability to understand and interpret business requirements, identify issues and propose solutions.

Ability to be proactive and deliver under pressure against tight deadlines.

Ability to be a strategic thinker yet deliver practical solutions.

Ability to input and present complex and contentious data in the most appropriate formats to a wide range of stakeholders.

Ability to use various forms of information technology including M/S office suite, particularly excel, outlook and word.

Ability to motivate and inspire others.

Ability to prioritise work and that of others and to manage time effectively.

Ability to support and implement change.

Able to promote performance and quality standards by maintaining and reviewing all relevant documentation.

Able to interpret and implement Aspires policies, legislation and trends relating to the user group and in accordance with Aspires values, KPI's and strategies.

Excellent verbal, numeric and communication skills.

KNOWLEDGE

Of Microsoft suite of programmes.

Of database design, administration and management.

Of SAP, VBA and SharePoint.

Of management information solutions.

Of programming languages.

Of computing hardware.

The importance of confidentiality.

EXPERIENCE

Of business practice.

Of process management.

Of business solutions and building business solutions.

Of business intelligence.

Of managing staff.

Of systems integration.

Of working to deadlines.

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Ability to understand and observe the Aspire's Equality and Diversity Policy.

To carry out all duties having regard to an employee's responsibility under Aspire's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills.

DESIRABLE REQUIREMENTS

SKILLS

Ability to drive.

KNOWLEDGE

Local knowledge of Leeds.

Of current trends within adult social care settings.

EXPERIENCE

Of developing business systems relating to care services.

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Understanding of the issues facing disadvantaged groups.