



Coventry City Council

## Job Description

<b>Job Title:</b>	Business Systems Development Officer	<b>Job Number:</b>	CC/589/14
<b>Directorate:</b>	People Directorate	<b>Post Number:</b>	1008397
<b>Service:</b>	Business Systems & Continuous Improvement	<b>Grade:</b>	5
<b>Location:</b>	Civic Centre 1		

### Job Purpose:

1. To provide high quality business systems and management information that assists with delivering improved outcomes for vulnerable adults and children and the effective management of risk and financial and physical resources through the development of integrated systems, processes and practices across the workforce throughout the city.
2. To provide expert support to the users of the Directorates main business systems to ensure good quality and timely record-keeping and effective use of corporate financial and physical resources.
3. To contribute toward the development of systems, users and processes to ensure the systems are up-to-date, relevant and supportive of the work and priorities of the People directorate, its staff and customers.
4. To contribute toward the development, co-ordination and delivery of learning and development solutions in relation to the Directorates main business systems and to identify and analyse the requirement and contribute to the design of quality standards, systems and processes.
5. To support the development of the Directorates performance information and to develop process, guidance and systems solutions to ensure its continuous improvement.

### Main Duties and Responsibilities:

1. Develop and support the People Directorates main business systems including:
  - Developing links between the main information systems within the Directorate including Adults Social Care, Children's Social Care and Education.
  - Develop these information systems to support both new and existing areas of work in the directorate more efficiently and effectively.
  - Specify and commission changes to the system from suppliers to meet changing business needs.

- Effective liaison and communication between team members, with staff in the directorate, lead officers using these information systems, ICT staff, system suppliers, local partners providing and relevant central government departments.
  - Ensure system and system user compliance with legislative and corporate information systems and data handling processes and procedures
  - Leading user groups and forums.
2. Manage systems development and continuous improvement projects including:
- Plan and implement and monitor annual programmes of work and development; agree priorities for these programmes with senior managers, stakeholders and customers.
  - Ensure systems are developed in response to statutory reporting requirements and that this is completed on time.
  - Deliver an efficient and responsive support service.
  - Develop staff and promoting a learning environment within the team and across all systems users within the Directorate including the development of training programmes and the translation of legislation and guidance into business process, systems and user training.
3. Work with system suppliers to resolve identified system issues and contribute to the functional redesign and enhancement process including establishing and liaising with user groups, systems testing and implementation. Identify live software issues and refer these to the software supplier(s) as necessary and provide appropriate supporting documentation where required.
4. Undertake the maintenance of system administration tasks for the Directorates main business systems to ensure that records are managed accurately and that data quality is high.
5. Plan the development and extension of current application use across the Directorate to ensure that use of unsupported systems is minimised and data is appropriately managed. Work in close collaboration with ICT to ensure business cases are made, plans created and changes delivered to time.
6. Ensure data quality and availability, performance reporting and system delivery is consistently maintained. Develop data warehousing solutions and performance dashboards which support the performance management of the service.
7. Develop and maintain close links with corporate colleagues - in particular ICT - to ensure ongoing system developments are technically supported and tested appropriately prior to implementation.
- Membership of appropriate Project Boards.
  - Development of Business Cases and other corporate policy documentation to ensure best practice in use of the system and procurement of additional resources.
  - Facilitate system change management processes (workshops, statements of requirements, business cases) to ensure changes are clearly specified, thoroughly tested and clearly communicated to and by staff.
  - Maintain close liaison and cooperation with ICT to ensure resources are available to plan and support upgrades.

8. Advise the Head of Business Systems & Continuous Improvement and/or Business Systems Manager where business process changes and organisational restructuring may affect information systems recording and vice versa and how to make best use of the systems following the changes.
9. Advise relevant managers, where management information indicates performance issues and develop solutions for further monitoring and to assist others with performance improvement. Help the department to be a “learning organisation”.
10. Facilitate collaborative working with key stakeholders and lead practice-based meetings to ensure that system developments promote good practice and Service Managers are provided with advice and guidance to enable the systems to be used to their full potential in accordance with the relevant policies including:
  - Maintaining an up-to-date knowledge of the systems' capabilities and limitations and the potential for future developments which support and/or impact on the service.
  - Ensure training needs are understood and that training is made available to staff that require it in a timely manner.
11. Where required attend product development events to represent Coventry City Council to ensure compliance with system processes and that Coventry is kept up to date on the latest developments and Coventry's views, interests and priorities are communicated in a way which achieves a positive outcome for Coventry. This includes market testing and networking with other authorities using the same systems to ensure best practice is developed and shared across the country and to identify similar needs and interests and use these to achieve effective cost-efficient system developments.)
12. Support the Business Systems and Continuous Improvement support desk where required.
13. Develop, manage and analyse incident log systems to enable review of incident levels & patterns and develop proposals in response to these trends. Regular highlighting of areas of risk to the People Directorate.
14. Contribute to the development and review of user guidance, training schedules and courses to incorporate new system and business processes. Design workshops which champion good use of the system and promote a consistent approach to using the new areas of the system.
15. Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** User Support & Systems Development Lead

**Date Reviewed:** April 2014

**Updated:** April 2014



Coventry City Council

## Person Specification

<b>Job Title:</b>	Business Systems Development Officer	<b>Job Number:</b>	
<b>Directorate:</b>	People Directorate	<b>Post Number:</b>	
<b>Service:</b>	Business Systems & Continuous Improvement	<b>Grade:</b>	5
<b>Location:</b>	Civic Centre 1		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of current policy and practice relating to social care, local government and partnership working.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the principles and practice of performance management and continuous service improvement in a complex organisation</li> </ul>
	<ul style="list-style-type: none"> <li>• Good understanding of the effective use of data, performance information and analysis to inform decision making</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge and understanding of statutory requirements and good practice in relation to best value and performance management</li> </ul>
	<ul style="list-style-type: none"> <li>• Expert knowledge of Information Systems</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of ICT project management (including testing, acceptance, service introduction and benefits realisation) in a complex organisation.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills including the ability to communicate clearly and concisely both orally and in writing and to make presentations to groups of all levels.</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to develop, build and maintain effective working relationships with a wide range of staff and third parties.</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent negotiation and influencing skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to explain technical systems and processes to non-technical staff and relate these to core business processes</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to interpret complex and specialist business processes and procedures of other areas and relate these to own area of work.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work to tight, conflicting schedules and plan and prioritise own and other's workload to meet deadlines.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of successful working in a performance management, systems management or programme management environment</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of using and developing IT solutions to hold, manage and distribute information and communicate effectively.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of delivering excellent service to a wide range of stakeholders (e.g. Elected Members, suppliers, customers)</li> </ul>

<b>Educational:</b>	
	<ul style="list-style-type: none"> <li>• Evidence of commitment to continued personal development.</li> </ul>

<b>Special Requirements:</b>	N/A
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**Date Reviewed:** April 2014  
**Updated:** April 2014