Title	Department	Post Ref.
Technical Specialist – Mosaic Development Team	**Adult Social Care and Health**	

Job Purpose

The management and provision of expert advice on specific technical specialism's relating to the Adult Social Care Health & Public Protection Mosaic System.

Key Responsibilities	Key Accountabilities
1. To operate as a recognised specialist resource in terms of expertise with Adult Social Care Health and Public Protection Electronic Systems, technologies or knowledge and use of recognised methodologies and techniques.	1. For the accuracy of work undertaken
2. To solve complex system design problems, providing advice and guidance to System Designers and Project Managers to achieve successful completion of projects.	2. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance
3. To carry out analysis, specification and design of information systems related to the Adult Social Care Health & Public Protection chosen business system(s).	3. Work efficiently and effectively to support operational services
4. The design, creation, testing and documenting of new and amended programs related to the Adult Social Care Health & Public Protection chosen business system(s).	4. Strategic Perspective – ensuring that overall objectives and strategies are kept in mind, and not being deflected by matters of detail.
5. Use specialist technical skills to set up and configure solutions to meet defined business needs.	5. Proficiency in the system or method for the management of quality within the employing organisation.
6. Undertake application system support duties where specialist assistance is required.	

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7. Provide expert advice to project teams involved in activities where the technical specialism for Adult Social Care Health & Public Protections chosen business system(s) is required.

8. Maintain and develop knowledge of the Adult Social Care Health & Public Protections chosen business system(s) and its deployment within the organisation.

9. Promote and mentor transfer of knowledge and awareness of the Adult Social Care Health & Public Protections chosen business system(s) to development and support teams.

10. Analysis of business and end-user requirements.

11. Understanding of business processes and Service Orientated Architecture and their links with existing information systems and applications.

12. Documentation of requirements and production of specifications.

13. Responsibility for design of systems including databases, security requirements, user interfaces, data processing, interfaces with existing bespoke, corporate or packaged applications and management information needs.

14. Development of systems to meet agreed specifications using NCC standard application development tools.

15. Creation and execution of test plans to ensure correct operation of completed systems or enhancements.

16. Ensure corporate standards are met in terms of system specifications, design, common interface, documentation and coding.

17. Contribute to the implementation planning of new and enhanced systems.

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18. Evaluate and review programming methods and tools used in the organisation, whilst keeping abreast of new and NCC Architectural standards. 19. Supervision, team leading and supplier management in area of Adult Social Care Health & Public Protection chosen business system(s). 20. Lead in administration or development of administration in relevant applications or systems and their environments.	
The post holder will perform any duty or task that is appropriate for the role described	

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Person Specification

Education and Knowledge

1. Must be educated to degree level and possibly holds a professional qualification.

2. Has achieved proficiency in the Task of Technical Specialism - Level 5.

3. Expert in Consultancy or Technical Specialism. Specialist knowledge and skills in one or more functions, technologies or industries.

4. Expert in the frameworks and principles on which networks, systems, equipment and resources are based. Examples: Windows NT, UNIX, Oracle, TDM, ATM, TCP/IP.

5. Proficient in standards associated with IT practice. Examples: PRINCE, SSADM, IEEE802.3, ITU (T), ETSI, IEC, BSI, ISO 9000.

6. Proficient in relevant national and international legislation. Examples: Data Protection Act, EU Procurement Directive.

Experience

1. Must have 3 years previous experience in developing and maintaining the currently preferred electronic social care recording system.

2. Has recognised recent expertise in the technical specialism's of the Adult Social Care Health & Public Protection chosen Electronic Systems, the technology involved, current developments, the most commonly available products, and

Personal skills and general competencies

7. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff

8. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.

9. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available

10. Ability to meet agreed objectives and delivery targets by the effective use of resources.

11. Maintains knowledge of the technical specialism at the highest level. Takes an active part in appropriate learned, professional and trade bodies.

12. Keeps in close touch with and contributes to current developments in the technical specialism within employing organisation, own industry and outside. Is fluent at articulating best practice and is a recognised authority in the technical specialism.

13. Provides expert advice to those engaged in activities where the technical specialism is applicable, including those in areas such as budgetary and financial planning, litigation, legislation, and health and safety.

the application of the specialism within a technical or business environment.

3. Has a sound, broad knowledge of ICT and an excellent understanding of how the Adult Social Care Health & Public Protections chosen Electronic Systems relate to other areas of ICT and their impact on other business functions.

4. Can engage with others on a local and national level about changing trends and relevant legislation. Is persuasive in communicating at all levels and is able to ensure that advice regarding the technical specialism is acted upon.

14. Promotes the application of the technical specialism within employing organisation and closely associated organisations, such as customers, suppliers and partners, and actively campaigns for appropriate action.

15. Takes responsibility for the provision of quality assurance of activities involving the technical specialists, which are carried out by others.

16. Takes responsibility for quality standards and policies relating to the technical specialism.

17. Takes a leading and visible role in the development and promotion of the technical specialism.

18. Takes responsibility for specific assignments related to the technical specialism, often as the leader of a team.

19. Is familiar with methods and techniques for preparing and presenting business cases, invitations to tender and statements of requirements both orally and in writing

20. Is familiar with methods, techniques and tools for the systematic discovery, analysis, and reporting of knowledge about all aspects of information systems.

Role Dimensions

21. The post holder will be part of a team responsible for the implementation and maintenance of commissioned projects and systems according to the Adult Social Care Health & Public Protection Information and Communication Technology Strategy. (S)he will share responsibilities for the integrated information systems for the department. The post holder will be responsible for the development and maintenance of Adult Social Care Health & Public Protections information systems, promoting their usage and successful integration into the working practices of the organisation.

22. Maintains an in-depth knowledge of specific Adult Social Care Health & Public Protections chosen business system(s) and provides expert advice regarding their application. Can supervise specialist technical consultancy. The specialism can be any aspect of information or communication technology, technique, method, and product or application area.

23. Based at County Hall the post holder will be required to travel to meetings around the county from time to time.

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attach a structure chart

Date

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