JOB FAMILIES ~ Technical
JOB TITLE: Technology Enabled Care Co-ordinator
Level descriptor – JM1

Role purpose:	
Expected to undertake specialist or technical assessment/activities and make decisions within a service function using skills that would have been usually gained through academic or professional qualifications and practical experience. Typically, roles at this level deliver a specific service, are part of a collaborative team responsible for professional activities within an overall service and contribute to specific service developments. Roles at this level will often be involved in supervising or managing the work of others or their professional development within an overall management framework.	
Typical activities	**Knowledge, skills & experience**
Promote and increase the take up of Technology Enabled Care services across Health and Social Care.	Vocational qualification or experience to level 5 or above, relevant to one or more of the service areas, e.g Adult Social Services or Assistive Technology
Provide information and advice to identified partners or individuals within Health and Social Care services. To ensure that appropriate action is taken, to promote Technology Enabled Care, to comply with legislation, meet any project milestones or objectives.	Extensive practical experience of working within social care, housing or health delivering Assistive Technology solutions, giving rise to a sound understanding of the standards, legal responsibilities, work practices and processes relevant to the role.
Manage the delivery of projects and work with residents, community groups, commissioners and Adult Service leaders to deliver Technology Enabled Care savings as part of a council programme.	Experience of monitoring others within the same field of work
The post holder will need to work within the project process, collaborating with service users and staff. In order to find effective Technology Enabled Care solution to Health and Social Care needs.	Knowledge and understanding of legislation and practices for service areas.
	Ability to analyse designated areas of work and make decision to improve them.
Prepare detailed specifications/report and documents/business cases ensuring compliance with NSC priorities and legislative requirements.	Ability to engage with all stakeholders to achieve council objectives.
	Ability to prepare & present information clearly and confidently
Provide evidence of project delivery within the appropriate timescales and escalate any issues as necessary.	Ability to manage/organise own work to meet agreed deadlines
Contribute to the supervision, management and development of others to improve service standards and delivery and share best practice.	Understanding and recognition of professional boundaries

Establish & maintain appropriate links between colleagues and other professionals to encourage a clear understanding of each other's priorities and ways of working. Communicate effectively with staff, colleagues, managers and businesses, both verbally and in writing, within information sharing protocols and record keeping policies. Set up sustainable systems to collect, collate and provide information for strategic planning for Assistive Technology services.	Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).
Performance measures	**Competencies**
Though there is no direct line management in this post the post holder will be expected to influence other and support staff professional development. Will hold up to four projects at one time. Increase take up of Technology Enabled Care by 10% per annum. Key Performance Indicators (where available) Line manager assessment and appraisal Performance of the team against team plan	Team Working ~ cooperation and flexibility, Is able to give and receive constructive criticism and solicits ideas from others Service user/ project outcome focused ~ achievement of results through appropriate decision making, partnership working and formal instructions Problem solving & judgement ~ develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines. Planning & Organising ~ Prioritises work, organising work for self and others to agreed deadlines and cost targets Business Awareness ~ Understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role. Ability to find solutions within the organisations parameters and that of partner agency's Leadership Standards ~ demonstrates the behaviours set out in the council's leadership standards.

Equality and Diversity
We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety
We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development
Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.