

## **Data and Administration Manager**

### **Role Purpose**

- Leading a team of administrators and administration workstreams ensuring quality and consistency in all administration services, excellent customer services to colleagues, people who use our services and their significant others.
- Coordination and completion of required ad-hoc and regular data reports.
- To provide performance information and analysis through the collation, validation and interpretation of internal and external data.
- Lead on service health and safety, fire, premises and VDU risk assessments and checks. Take action to address any gaps or improvement needs, working effectively with colleagues to achieve the necessary corrective action.
- To work collaboratively with colleagues and key stakeholders across multi-disciplinary teams, ensuring adherence with all Via policies and Safeguarding principles.

### **Key duties and activities of the role**

- Support in the delivery of Via Services. Demonstrate excellent customer service, providing a warm and professional welcome and relevant data and admin support to people who use our services, professionals and all other stakeholders.
- In line with organisational processes, procedures and timescales, manage a team of administrators and appropriately delegate or directly record and process incoming and outgoing mail, order and manage stationery and other required resources, manage petty cash and invoice processes.
- Coordination, collation and auditing of service level statistics, database records and stakeholder feedback to improve the quality, safety and performance of the service,
- To provide analysis of wider health data as necessary.
- To provide regular performance updates and trend and forecasting analysis reports to the Head of Data and Performance, Area Directors and Commissioners
- Take a lead responsibility for premises and equipment security, health and safety, repairs and maintenance, and the general tidiness and appearance of offices and facilities.
- Act as on-site point of reference for the team for ensuring the effective operation and use of IT and telecoms systems.
- Maintain accurate and timely records using the designated case management system in compliance with Via Information Governance policies and procedures.
- Identify risks and take appropriate action in accordance with local, national and organisational Safeguarding policies.
- Actively contribute to multi-disciplinary meetings. Support to organise and minute management meetings as required.
- Work flexibly, including across multiple sites when and if required.

### **Person specification for the role**

- Passion for and understanding of working with substance misuse services or with other socially excluded or vulnerable groups.

JD Data and Administration Manager

- Proven ability to coordinate and analyse data and write effective data reports
- Excellent organisational skills with a proven ability to meet deadlines, record information accurately and in a timely way and to work calmly under pressure and to lead others to do so.
- Excellent IT skills including use of Microsoft Office programs and digital meeting platforms and Case Management Systems like Nebula, System One or Theseus.
- Great team working, leadership and interpersonal skills. Demonstrating a highly cooperative approach to supporting colleagues and the whole team to deliver Service objectives, as well as in communicating with key stakeholders.
- An understanding of the Health and Social Care regulatory requirements of the Care Quality Commission (CQC), National Institute for Clinical Excellence (NICE) and any other relevant bodies.
- An understanding of service Health and Safety requirements.
- Demonstrable commitment to working in partnership with other professionals such as criminal justice agencies, community groups and other stakeholders to achieve good outcomes for our service users.

### Responsibilities for all Via staff

- To work within VIA values and ethos, supportively collaborating with all colleagues, and demonstrating active engagement with the wider organisation.
- To promote and deliver positive, inclusive and anti-discriminatory practices in line with VIA policies, professional and sector requirements, and legislative frameworks.
- To act on all Safeguarding concerns so that all statutory and organisational Safeguarding responsibilities are met and that all learning is shared.
- To observe professional integrity and candour at all times and with all people.
- To comply with all organisational policies and procedures including GDPR and all Health and Safety policy and guidance, taking responsibility for your own safety and contributing to that of colleagues and others as applicable.
- To regularly participate in one-to-one / supervision sessions, objective setting and review, training, practice and learning forums.
- A commitment to learning and to continuously improve everyone’s knowledge and skills.
- To work flexibly to enable the delivery of effective services. This may include flexibility across sites or flexible hours and any other duties that may reasonably be required of you within your role.

Version Control					
Version Number	Date Salary Banded	Salary Banding	Authors Initials		
1.0	25/01/2024	NHS Band 5	FH	MD	