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| **SECTION ONE** | |
| Service Area: ICT – ECMS Project  Grade: NNCBAND02 | Post Title: ICT Administration Officer  Post Number: |

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| **SECTION TWO** | |
| Responsible to: Interim Applications Manager | Responsible for: N/A |

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| **SECTION THREE – Purpose of job** |
| The Education Case Management System (ECMS) project is delivering a new IT system for North Northamptonshire Council’s Children’s Services.  This post will deliver Administration duties to support the delivery of this project.   1. To provide customer focused support to the project and services within the Children’s Services Directorate. 2. Provide support to the service to improve data quality within current and new IT systems. |

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| **SECTION FOUR – Main outcomes to be achieved** |
| 1. Contribute to the successful delivery of the ECMS project at the Council. 2. Data within the new ECMS will be of high quality 3. Communication with the ECMS project is dealt with efficiently as required. 4. Training activities are undertaken as required by the post. 5. All Council policies and procedures are complied with. 6. To commit to the Council’s Vision, Priorities and Objectives. |

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| **SECTION FIVE – Main responsibilities** |
| 1. Administration duties as requested by the Project Team in order to support the ECMS project delivery. 2. Work closely with services to support data quality.    1. Retrieve and input data into IT systems and spreadsheets as directed.    2. Manipulate data within systems as directed. 3. Monitor the project mailbox(es) ensuring that requests are dealt with appropriately. 4. Support system testing (User Acceptance Testing) as required. 5. Ensure communication with internal and external partners is undertaken as directed. 6. Support the Project Team and services with training activities for system users. 7. Undertake training as required to fulfil the role fully. 8. Attend meetings as requested 9. Any other reasonable tasks commensurate with the grading, abilities and skills of the post holder. |

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| **SECTION SIX - General** |
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| **Health and Safety**  Responsible as an officer and employee under the Health and Safety at Work Act.  To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work. |
| To co-operate with the Council, its officers and staff to enable them, as far as is necessary, to conform and comply with any duty or requirement imposed as a result of any law which may be in force regarding health and safety.  Not to interfere intentionally or recklessly with anything provided in the interest of health, safety and welfare.  **Equal Opportunities**  North Northamptonshire Council is committed to providing equal opportunities in the services it provides and in the way it employs people. This applies when developing plans, policies and strategies and when working with suppliers, contractors and partners. North Northamptonshire Council will listen to all sections of the community and aim to provide services, which meet the needs of the whole community.  North Northamptonshire Council wants to make sure that everyone is treated fairly, regardless of gender, race, disability, ethnic origin, marital status, age, religion, parental or property status or sexuality. North Northamptonshire Council monitors the way in which things are done to make sure that employees, potential employees, residents and visitors are treated fairly and without prejudice.  **Changing Circumstances**  This job description is not intended to be inclusive nor exhaustive. The Council reserves the right to vary the duties within the responsibility of the grade of the post and the post-holder’s qualifications and experience in the light of changed circumstances. The post-holder will be required to adapt him/herself to changing situations and be prepared to keep abreast of all new developments affecting his/her duties.  **Smoking in the Workplace**  The Council has adopted a policy on smoking in the work place. Work activity undertaken at Council buildings is in a No Smoking area. |