**JOB DESCRIPTION**

**JOB TITLE: SystmOne Product Specialist**

**PROJECT: Better Start Bradford**

**OFFICE BASE: Mayfield Centre, Broadway Avenue BD5 9NP**

**HOURS OF WORK: 37 hours per week**

**STARTING SALARY: £36k pa**

**HOLIDAY ENTITLEMENT: 25 days per year plus bank holidays and a floating day at Christmas/New Year**

**SPECIAL CONDITIONS: 12 Month Fixed Term Contract**

**JOB ROLE**

Better Start Bradford has been funded by the Big Lottery Fund to implement 22 early years interventions in three wards of Bradford. These interventions will be delivered by multiple organisations including the NHS, Local Authority and Voluntary Organisations. A strategic objective for the programme is to achieve a shared child record across organisations. BSB is currently piloting SystmOne to see if this is a feasible solution to sharing data across projects and organisations.

We are looking for a SystmOne Core and Community TPP trained individual with excellent communication skills to project manage this exciting work package. The post holder will introduce and pilot SystmOne community units as a new data capture solution to numerous organisations (including local authority & voluntary sector) delivering specified projects as a part of Better Start Bradford. This will involve initial scoping and data mapping, configuration of multiple SystmOne units to meet the monitoring needs for up to 16 project teams, and training and support of these teams. It will also involve building relationships with numerous organisations and consultation with project deliverers, Information Governance departments, and community users to find solutions for sharing data

and across units/projects. This post requires both SystmOne technical ability and project management skills.

Although employed by Better Start Bradford, the majority of work time will be spent at the Better Start Bradford innovation Hub, a part of Born in Bradford based at Bradford Teaching Hospitals NHS Foundation Trust. Travel to BSB and to the projects involved with the pilot will be required.

**SPECIFIC RESPONSIBILITIES**

* Provide a strong client focused interface with potential customers within the BSB partnership.Understand each BSB project team’s (the client) requirements by mapping their core and supporting processes using flowcharts or other means
* Understand the commonalities and relationships between clients
* Provide a suitable data entry tool for the capture of all outcomes and deliverables.
* Understand and balance the needs of each client with the goals of the pilot with regards to data protection.
* Be responsible for the creation of documents for the BSB project teams including; Information flows, process maps, user requirements, full specification documents, user acceptance documentation, unit configuration specifications, training materials, a record of the development process, project management documentation.
* Work closely with all BSB project staff to ensure that clear information flows and process maps are delivered in time for end user training.
* Work alongside the Better Start Bradford Innovation Hub researchers and Senior Data Analyst to ensure that the required information for project monitoring and evaluation can be extracted in the format required for both internal and external use.
* Work with the BTHFT IT Project Manager to identify and collate all hardware requirements to deliver the project to the end user in the most efficient way. To ascertain data collection needs and data collection workflow.
* To ascertain the appropriate data sharing relationships between organisations
* To document user needs as a configuration specification to the appropriate level of quality and detail to enable successful acceptance of the system.
* To develop, implement and take responsibility for test plans written for the proposed solution.
* To aid in the design and production of standard documents for use within a project life cycle taking responsibility for documents pertaining to requirements gathering and system acceptance testing templates.
* To revise the configuration through end user feedback and trialling until the user has signed off the system as being fit for purpose.
* Where necessary, to appraise the IT equipment that the user has available and make recommendations to the IT project manager about their requirements
* To mentor/train others in own skills/knowledge
* To maintain client safety through rigorous and consistent compliance with Trust policies, for Information Governance and Data protection.
* Develop and maintain effective working relationships with colleagues and external contacts, including frequent formal and informal, verbal and written communications at all levels of project/programme staff.
* Support Better Start Bradford’s culture, model its values and champion its goals
* Manage a complex and demanding workload requiring in-depth involvement in a range of projects whilst maintaining the flexibility to respond appropriately to ad-hoc and urgent enquiries.
* Monitor and manage IT project risks and issues, identifying risks early and communicating these to senior Programme Managers

**MANAGERIAL RESPONSIBILITIES**

n/a

**ORGANISATIONAL RESPONSIBILITIES**

Bradford Trident expects all staff to:

1. Demonstrate a commitment to its vision, values, aims and core objectives and to be prepared to contribute positively towards them.
2. Promote and develop the positive profile of Bradford Trident with residents and all other stakeholders.
3. Liaise closely with other staff members to ensure the development of integrated objectives

**LEGAL AND STATUTORY RESPONSIBILITITES:**

All staff must comply with the Bradford Trident Health and Safety policies and attend relevant training as required.

Bradford Trident is committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make.

All members of staff are bound by the requirements of the Data Protection Act 1984 and any breaches of the act or the confidential nature of the work of this post could lead to dismissal.

Note: This is a job outline only and seeks to set out the principle purpose and functions of the role; as the job continues to develop, it may be subject to change.

**About Better Start Bradford:**

We believe every one of our children should have the best possible start in life. It’s important for the sake of children and families, and it makes our communities stronger.

Better Start Bradford is a community-led partnership programme working with families to help give children the best possible start in life. Led by Bradford Trident, we have been funded by the Big Lottery Fund to run the programme over 10 years (we’re now in our second year).

Working with local partners, we aim to leave a lasting legacy of all our children getting off to the best possible start, and families being better supported and heard. We are developing,

overseeing and evaluating more than 20 projects that support, inform and engage families that are expecting babies or have children under four, and professionals that work with them.

We’re part of a network of five ‘A Better Start’ programmes around the UK, and we’ll be sharing information and lessons between us and more widely across the country. We hope this new way of working together can be rolled out in other areas too.