

## **Job Description**

<b>DIRECTORATE:</b>	Chief Executive
<b>DEPARTMENT:</b>	Partnership Services / ICT
<b>POST:</b>	WCCIS & Schools Team Leader
<b>GRADE OF POST:</b>	GR12
<b>RESPONSIBLE TO:</b>	Systems Manager

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### **JOB PURPOSE:**

Providing leadership and technical support focusing on the customer for all relevant BCBC ICT systems specifically focused around the Social Care and the Schools Management Information Systems.

Representing the Authority on an "All Wales" Platform as the functional and technical expert with regards Welsh Community Care Information System (WCCIS) focused on a single integrated solution available to all health and social care organisations across Wales.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Manages sub teams, motivating staff to effectively and efficiently reach goals and objectives. Supports the process for recruitment, training and the development of staff.
- Interacting with internal and external stakeholders representing the Council both strategically and functionally in national groups e.g. WSC, SOCITM, DHCW, delivering opportunities across multiple public sectors organisations such as Health, Local Authorities, and the Third Sector
- Responsible for the technical delivery of statutory services around both Social Care and Schools. Understanding legislation and where applicable scoping and designing the technical requirements around legislative changes which are a mandatory requirement.
- Adept at managing competing priorities across internal service areas such as children's and adults in tandem with external pressures from Health and the CTM region supporting the requirements for health and social care integration and improving the service users access to critical data to support the service user.
- Responsible explicitly as the Authorities representative on an All Wales stage for deriving and delivering technical and functional aspects for the Welsh Community Care Information System (WCCIS) acting as a "Key" technical user scoping and determining best practice to support both authority and health staff with regards to delivering better outcomes for the Service user through the integrated services agenda.

- Delivering innovative solutions across a range of business areas and systems advising how business processes can fit around the user requirements to support the statutory delivery of the services focused around vulnerable service users and schools.
- Ensuring that the programme of systems development is implemented in a coherent and consistent manner to ensure that planned systems developments are compatible with the existing systems, infrastructure and strategic plans.
- Supporting the process and working with specialists to ensure well engineered solutions with the highest levels of availability for systems, aiming for 100% uptime supporting “Out of Hours” functions that require access to critical data around vulnerable service users. Plans, designs and conducts tests of programs/systems; corrects errors and re-tests to achieve an error-free result and continuity of service for the corporate Directorates and their information flow required to support business processes..

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### WCCIS & Schools Team Leader

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Possess recognised I.T. qualification, e.g. Prince 2 or Microsoft Certified Solution Developer.</li> <li>• Degree or considerable experience.</li> <li>• Committed to own personal development.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Considerable experience in the mapping of Business Processes into Education and/or Social Care systems in order to deliver required functionality outcomes for practitioners and systems users, supporting the statutory delivery of the services.</li> <li>• Significant experience as a senior user supporting the scoping and development of WCCIS in order to support best practice within the integrated health and social care agenda.</li> <li>• Significant experience in software maintenance and development at senior level in Social Care and/or Educational Environments.</li> <li>• Proficient in understanding the hierarchy and culture of the Council, customer and supplier organisations and being able to identify the decision makers and influencers.</li> <li>• Proficient in understanding the needs, objectives and constraints of those in other disciplines and functions within the Council.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

<p><b>Knowledge &amp; Experience (ctd.)</b></p>	<ul style="list-style-type: none"> <li>• Experience of successful partnership working and being able to demonstrate the knowledge to ensure that the Council can benefit from partnerships such as Cardiff Capital City Region, Central South Consortium Joint Education Service, Digital Health Care Wales, etc.</li> <li>• Considerable experience in the management of Social Care and/or Educational Systems of similar scale/environment as a Local Authority.</li> <li>• Experience in Microsoft Reporting Services or other reporting tools supporting the ability to extract /mine and provide information to the service users.</li> </ul>	<p>Yes</p> <p>Yes</p>	
<p><b>Skills &amp; Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Proficient in leadership and people management skills with the ability to get results through working with people.</li> <li>• Good presentational, oral and written skills.</li> <li>• Proven skill in improving business service delivery through the innovative deployment of networking technologies.</li> <li>• Proficient in project planning and control techniques.</li> <li>• Proficient in influencing and persuading others to take a specific course of action when there is no direct line of command or control.</li> <li>• Expert in identifying goals and objectives and motivating and leading others towards their achievement.</li> <li>• Proficient in retaining objectivity and proper understanding of a problem or situation when placed under conditions of stress.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	