

3SC Job Description

Job Details	
Post:	Data Administrator
Reports To:	Head of Transforming Rehabilitation
Duration:	Part time permanent contract – 3 days per week
Location:	Wakefield Office (CRC Merchant Gate) WF1 2TS
Salary:	£20,000 per annum pro rata

Background
<p>3SC brings the voluntary, community and social enterprise (VCSE) sector to public service procurement opportunities by developing consortia and then managing their performance when in contract. This approach is based on the conviction that the priorities and needs of people using public services in our communities, especially those who are hardest-to-reach, are best met by experienced, local, passionate and mission-driven organisations who can deliver effective outcomes.</p>

Main Purpose
<p>We are looking for a Data Administrator to support and carry out a range of administrative, financial, and data-related tasks that facilitate the smooth delivery of the contracts managed by the Transforming Rehabilitation Team.</p> <p>We are working in the justice business space and want a passionate Data Administrator to turn data into information, information into insight and insight into business decisions.</p> <p>As the Data Administrator you will support the Head of TR and Transforming Rehabilitation (TR) Team by maintaining administrative procedures; recommending changes as appropriate and updating the contracts data recording requirements and systems.</p> <p>You should be highly organised, able to work independently and be flexible to changing deadlines. You will be the first point of contact for some major contracts and will therefore need to have a high level of presentation skills. Duties and responsibilities will be varied on a day to day basis and you will be expected to interact with delivery organisations, Community Rehabilitation Company staff, Interserve Justice Team, the wider TR Team and senior staff regularly.</p>

Main Responsibilities

1)	From a centralised contracts MI system identify, analyse, and interpret trends or patterns on available performance data.
2)	Provide the 3SC Head of TR and Senior Performance Managers with accurate and actionable information from the performance data.
3)	Continually evaluate performance data on an ongoing basis and produce weekly reports for the Senior Performance Managers, with information on progress against targets and allocated volumes, and performance trends for each supplier.
4)	Support the Contract Performance Managers in the administration of the Contract Performance Assessment (CPA) process including collating the monthly returns.
5)	Support the Transforming Rehabilitation Contract Performance Managers to draft official templates and documents to be distributed both internally and externally.
6)	Communicate and liaise with a wide range of people at various levels in a variety of roles including Commissioners, Delivery Organisations and Suppliers to ensure all contract documents are promptly processed and filed and an accurate record is kept.
7)	Minute taking, filing, photocopying, faxing, scanning and stock control of stationery to ensure the Transforming Rehabilitation services run efficiently.
8)	Work under your own initiative to develop and manage databases / spreadsheets and produce reports as required and be proactive and innovative in dealing with any problems that arise.
9)	Support all members of the Transforming Rehabilitation Team including Senior Contract Performance Managers, to include: <ul style="list-style-type: none"> 1. Printing of emails, meeting papers and other documents. 2. Filing of correspondence, reports and other documents. 3. Arranging meetings. 4. Assistance with diary management internally and externally.
10)	Maintenance of simple databases, emails and other IT.
11)	Make use of Microsoft Applications to develop and support the administration systems and processes for the Transforming Rehabilitation Team.
12)	Assist with mail-outs/distributions to members and existing or possible future service providers.
13)	Ensure that each month the cycle of activities required to deliver the TR contract key performance measures is carried out efficiently, on time and to the highest standard.
14)	Work closely with other members of the 3SC Operations Team to ensure that the best systems and processes are in place to support contract delivery.
15)	Some travel maybe required.
14)	Any other tasks commensurate with the level of the job as required.

3SC Person Specification: Data Administrator

Style
3SC believes in openness, honesty and transparency. We expect a professional attitude that is helpful and focused on getting the job done.

Area for Assessment	Essential or Desirable	Assessment method: Application (A), Interview (I), Test (T)
Competencies		
Working as part of a team	E	I
Work under own initiative	E	I
Planning and organisation	E	I
Adaptability	E	I
Self-motivated	E	I
A commitment to the ethos, values and aims of 3SC	E	A, I
A positive attitude to personal, or and professional development	E	I
Enthusiasm and a positive outlook	E	I
Willingness to work flexibly in response to changing organisational requirements	E	I
Knowledge and understanding		
High level of computer literacy, specifically good understanding and usage of MS Word and Excel	E	A, I
Excellent telephone manner	E	T
A high level of mathematical ability	E	A, I
Awareness and commitment to equal opportunities	E	I
Skills		
Adept at responding to queries, report writing and presenting findings	E	A, I
Critical Thinking and analytical skills: must look at the numbers, trends, and data and come to new conclusions based on the findings	E	A, I
Punctual and good time management skills	E	I
A high level of accuracy and attention to detail	E	A, I
Data/report writing skills	E	I, T
Strong written, communication and presentation skills	E	A, I, T
Excellent decision-making and innovative problem-solving skills	E	A, I, T

Ability to work under pressure to tight deadlines	E	I, T
Qualifications		
GCSE's (Pass: Maths, English, Science)	E	A

If offered an interview you will be required to:

- Disclose any unspent criminal convictions
- Provide documentation to prove your right to work in the UK

If offered the post you will be required to:

- Undertake a criminal record disclosure check
- Provide references for the past three years
- Provide evidence of your identity and address

For further information or a discussion about the post please contact Elaine Colleran:
elaine.colleran@3sc.org, Tel: 07553 370038

Deadline for applications is 29th March 2019. Interviews will take place on Tuesday 9th April 2019