



## JOB DESCRIPTION

<b>Issue Date:</b>	December 2024
<b>Job Title:</b>	Data Administrator
<b>Pay:</b>	£27,454 (pro-rata based on a full-time schedule of 37.5 hours per week)
<b>Hours:</b>	35 hours per week
<b>Location:</b>	Current hybrid - remote working from home and in-office working (NG1)
<b>Reporting to:</b>	Data Officer
<b>Accountable to:</b>	Chief Executive Officer & NSVSS Board

### JOB PURPOSE

To be responsible for the day-to-day data management and administration. To assist senior management team in coordination and production of monitoring to funders.

## PRINCIPLE DUTIES AND RESPONSIBILITIES

### Database Training:

- Deliver training for all staff on the organisation's database system, including onboarding for new staff and ongoing refresher sessions.
- Provide training on new database developments and updates.

### Reporting and Monitoring:

- Collate data reports and monitoring information as required by senior management and funders.
- Ensure timely production of accurate and comprehensive reports to support organisational decision-making and compliance.

### Data Quality Control:

- Assist the Data Officer in creating and maintaining database standards and policies
- Administer the quality control of data, ensuring accuracy and completeness.
- Implement and maintain data validation processes and identify areas for improvement.

### Data Entry and Support:

- Perform data entry and database management when required.



- Support staff in troubleshooting database-related issues and liaise with technical support when necessary.

#### **Database Design and Maintenance:**

- Support Data Officer in database design, creation, and testing activities.
- Ensure data is correctly stored and retrieved, maintaining system efficiency and reliability.
- Data deletion in accordance with organisational retention policy

#### **Policy and Compliance:**

- Ensure compliance with data protection regulations and organisational policies.
- Identifying and reporting security gaps and assisting Data Officer and SMT with implementing security measures
- Maintain up-to-date knowledge of relevant laws, regulations, and best practices in data management.

#### **Collaboration:**

- Work closely with Data Officer and senior management team to align data administration practices with organisational goals.
- Collaborate with other departments to support data-driven decision-making.

**This job description is a broad outline only, allowing scope for initiative in improving services and general operation of Notts SVS Services. This JD will be reviewed on a regular basis.**

#### **Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

#### **Equality, Diversity, and Inclusion**

All employees are responsible for supporting the organisation's commitment to promoting a positive and inclusive environment. This includes advancing equality of opportunity, embracing diversity, and eliminating discrimination and disadvantage in both service delivery and employment.

Employees are expected to actively contribute to these principles by:

- Supporting the implementation of the organisational Equality, Diversity, and Inclusion Policy.
- Managing, supporting, or complying with initiatives and practices that foster an equitable and inclusive workplace.
- Demonstrating respect and understanding for the diverse needs of colleagues, clients, and stakeholders.



- Commitment to Equality, Diversity, and Inclusion is fundamental to achieving the Notts SVSS vision and values.

### **Data Protection and Confidentiality**

As part of your role, you are required to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. You must:

Ensure that all personal data, whether electronic or manual, is handled securely and in accordance with the organisation's data protection policy.

Treat personal data relating to clients, colleagues, or others as strictly confidential, accessing and processing it only when authorised and for legitimate purposes.

Prevent unauthorised access, disclosure, loss, or theft of personal data.

Failure to comply with these obligations may be considered serious misconduct and could result in disciplinary action, including dismissal.

### **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within Notts SVS Services but must be declared in writing at the appropriate stage during the recruitment process.

All of the above activities are governed by the operational policies, policies and procedures and standards of Notts SVS Services as well as legislation and professional standards and guidelines.

As a term of your employment with Notts SVS Services, you may be required to undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at any of the Notts SVS Services' establishments, as may reasonably be required of you.

NOTE: This is a description of the job as it is presently constituted. It is the practice of Notts SVS Services to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to assist in the re-writing of your job description to bring it up to date if this is considered necessary or desirable. It is Notts SVS Services' aim to reach agreement on reasonable changes, but if agreement is not possible Notts SVS Services reserves the right to insist on changes to your job description after consultation with you.

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