



Job Description

Job title:	Data Administrator
Location:	Ipswich
Hours:	37.5 hours per week
Salary:	£20,000 - £22,000, p.a. plus Pension contributions: 3% from MoreLife and 5% from employee
Reporting To:	Data & Systems Lead
Key Relationships:	Service Leads /Delivery staff

Background information:

MoreLife deliver integrated healthy lifestyle services as part of OneLife in Suffolk which includes the following:

- An engagement team which will be central to supporting the whole of the OneLife Suffolk offer
- Adult & child weight management services
- Physical activity for people with Long Term Conditions and Health Walks
- Smoking cessation interventions and campaigns
- NHS Health Checks (Outreach)
- Training & Awareness raising including MECC
- Public Health Campaigns and Events

Job purpose:

The role will support the Data & Systems Lead to collect, collate, manage and present data from relevant systems in order to create reports as required in line with KPIs, data reports for service leads and ad hoc data requests for the service. In addition, the role requires to support system users with inputting when needed and with system queries.

Key responsibilities:

- To support the Data & Systems Lead to develop new systems to ease collection and analysis of data across the service going forwards

- To support the Data & Systems Lead to manage data collection and analysis across the service for creation of the KPI reports, quarterly and annual data and performance reports.
- To monitor, in conjunction with the Data & Systems Lead, all referrals into the service, including how people are reporting hearing about the service and their LSOA areas.
- To use the data from various reporting systems to create specific reports focusing on referrals through GP's and hospitals.
- Running KPI reports.
- To provide any other data reports as and when required.
- To manage, when required, referrals from healthcare professionals to the programmes.
- To manage, when required, applications and referrals to the programmes.
- To create and send paperwork out as required and keep all records up to date.
- GDPR Compliance.
- Quality Assurance.
- Ad hoc duties as and when required.

Person Specification – Data Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • High standard of education – a minimum of 5 passes at GCSE level inclusive of Maths and English • Undergraduate degree – aspects of data analysis and/or IT skills • Demonstrable experience of Word processing/ spreadsheet/ database experience/Internet and Outlook software • Extensive Use of Microsoft Word, PowerPoint and Excel, including Pivot tables, formulas and experience of the 		Application Form Interview

	presentation of data to a high standard.		
Experience	<ul style="list-style-type: none"> • A minimum of 1 years' experience in a similar role • Working/liasing with a wide range of people effectively, with sensitivity and authority • Excellent organisational skills 		Application Form Interview
Other Requirements	<ul style="list-style-type: none"> • Flexibility in distribution of working hours according to job requirements • Experience of working in a demanding environment 		Interview Application Form
Special Attributes	<ul style="list-style-type: none"> • To be able to take initiative, multi-task and work effectively without close supervision • Must be confident and highly motivated requiring minimal day to day supervision • To be flexible and open to new duties as the project develops • To be highly motivated and be able to work independently but effectively as part of a wider team • To have effective communication skills • Able to network effectively • To be able to feel comfortable with liaising with a wide range of people at different levels • Must be a good team player and able to negotiate workloads with team members 	<ul style="list-style-type: none"> • Knowledge of and empathy with the aims and philosophy of MoreLife and healthy lifestyle issues. 	Interview
Skills	<ul style="list-style-type: none"> • High level of computer literacy • Excellent organisational, co-ordinating, administration and interpersonal skills • Excellent literacy and numeracy skills • Must be able to keep effective records and databases 		Application Form Interview

Health and safety: To maintain a positive attitude to Health and Safety in carrying out the duties of the post with special emphasis on the environment and safety of the individuals within the organisation.

Equal Opportunities: Post holders must at all times carry out their responsibilities with due regard to the Company's equal opportunities policy.



The post holder will also need to be aware of and committed to the vision, policies and practices of the organisation by which they are employed.