

Post title: **Assistive Technologist/PICS Database Administrator**

Reporting to: Allocated Contract Manager

Location: Paisley-based with travel to Cambuslang and Irvine.

Salary: £24,847.20

Role Purpose: *To achieve outcomes and progression for clients in accordance with the allocated contract(s).*

*To support clients to develop the skills and competences which will help them to progress towards achieving and sustaining employment and increasing social inclusion and community integration.*

*To support improvements in clients' quality of life, levels of motivation and independence by providing advice and opportunities for learning and support in relation to assistive technologies.*

*To support staff, external colleagues and employers to understand and use assistive technologies for the benefit of clients.*

*To maintain the Momentum Core PICS database, add new users to the system and train new and existing users in its use.*

*To maintain and improve the existing reporting system.*

*To create and update PICs training materials as necessary.*

*To provide user support by telephone, email and onsite.*

The role: The role exists to provide specialist advice and support for technology that enables disabled clients to explore their potential and meet their vocational and recreational needs. The post holder undertakes IT training and assistive technology assessments, and provides support in the use of assistive devices, delivering group and one-to-one training.

The post holder plans and implements individualised technological solutions providing adaption advice and training on PCs, tablets, and mobile devices.

The role involves providing support, training and advice to colleagues and other individuals/organisations who support clients in relation to IT and assistive technologies.

The post holder maintains up-to-date knowledge and skills, and engages in sharing good practice with external agencies. The post holder will also engage proactively with PR and marketing activities, including attendance at events and presentations to partner organisations.

The post holder will be responsible for all database recording of their work with the client on the organisation database, PICS, and on any other required management information system in line with the contract and documented project procedures.

The post holder will be responsible for running monthly PICs updates, adding new users to the Core PICs system, training new users and updating skills of existing users in line with updated programme requirements.

The post holder is expected to have advanced level IT skills and be knowledgeable about a wide range of assistive devices and adaptations with a minimum of three years' experience working in the rehabilitation/employability environment. Degree-level qualification in a relevant subject is desirable. Strong administrative, database and IT skills and familiarity with internal and external quality assurance and compliance requirements are also expected.

Where the operational needs of the project or organisation require, post holders may be asked to undertake duties out with this role in order to ensure service provision to clients, undertaking broader project tasks when required. Other allocated duties may include nomination as health and safety / fire officer, first aider or other premises-based responsibilities, including oversight of support staff.

#### AT Key tasks/ responsibilities:

1. To fulfil the duties of the role (outlined above) and deliver services in accordance with the project specification and documented end to end procedures applicable to the allocated project.
2. To undertake administrative and recording tasks in line with project, management information and quality assurance procedures.
3. To work with partners, colleagues and clients in a way that reflects organisational values of equality and inclusion and high standards of professional conduct.
4. To adhere to company and group policies and procedures, with particular reference to the Health and Safety of colleagues, clients and the working environment
5. To be responsible for actively pursuing personal development and continuous improvement in skills and competences.
6. To undertake any other duties appropriate to the post.