JOB DESCRIPTION

Job title	Data Administrator – Hepatitis C Team
Sector/Function	Substance Misuse
Department	Hepatitis C Team
Reports to	Head of Medicines Optimisation and Pharmacy Services
Grade	2

Job purpose	To contribute to the overall success of the service's objectives and maintain effective service delivery by: • Ensuring timely and accurate provision of administrative support • Support Hepatitis C Coordinators and substance misuse services with data entry and data processing • Support data coordinator with data entry training • Provide monthly Hepatitis C lists to services to support targeted testing, referral and treatment • Update monthly Hepatitis C KPI report • Support data coordinator with auditing of Hepatitis C testing, referral and treatment data
Key accountabilities	**Own Development** To continuously review own performance and development needs to assist growth and development by: • Participating in open two-way dialogue during Performance Management meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework. • Participating in training and other development opportunities as agreed within the Performance Management process.
	Compliance To ensure compliance with internal and external standards and codes of conduct by: • Meeting all regulatory requirements • Complying with Turning Point's Code of Conduct, policies and procedures
	Administration To ensure all administrative support systems are effective by: • Maintaining all files in an orderly and up to date manner meeting Turning Point's internal standards and external regulatory requirements where applicable • Providing regular monitoring and measurement statistics as required • Input data in an accurate and timely manner

Dimensions	Direct reports	0
	Total staff overseen	0
	Internal contacts	Hepatitis C Coordinators, Service staff
	External contacts	Gilead representatives
	Planning outlook	
	Problems solved	
	Financial authority	

PERSON SPECIFICATION

Job title	Data Administrator

Personal effectiveness	Essential	Desirable
	• Ability to work as part of a team • Ability to work unsupervised • Ability to manage own work load • Effective written and oral communication	

Technical effectiveness	Essential	Desirable
	• Ability to use Microsoft office and applications to an intermediate standard • Data Entry	• Extracting reports from internal system

Acquired experience & qualifications	Essential	Desirable
	• Ability to work as part of a team, demonstrating support to other team members and other teams • Good written and oral communication skills • Customer focused approach to both internal and external customers	

Other requirements	Essential	Desirable
	• Ability to work under pressure and meet deadlines	