**Job Description**

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| Job title: | Personalised Technology Coordinator |
| Purpose of job: | Working within Bolton Care THRIVE values of:  **T**eamwork  **H**onesty  **R**espect and dignity  **I**nnovation  **V**alue Pledge  **E**mpowerment  Your role is to support the organisation to realise the potential technology can offer to the people we support. |
| Salary: | £23,744 |
| Responsibility to: | ICT Manager |

| Main duties and responsibilities: |
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| * To work as part of the ICT team to achieve agreed objectives. * To research the trends in technology that will benefit the people we support. * To look at the benefits of standardisation of technology, coming across successes that can be applied more broadly, such as smart watches or monitoring of medication, movement, and finances. * To liaise with Operational colleagues to agree and set priorities and identify pilot projects. * To work with Operations in creating a PT assessment / checklist. * To order and install PT equipment and provide onsite training to the people we support and their supporters. * To deliver Bolton Cares PT Awareness Training. * To offer support both, online and by telephone to staff and individuals on the use of PT. * To effectively monitor and evaluate the use and impact that PT has on the people we support and record case studies to illustrate the benefits of the technology in use. * To ensure all equipment is logged and whereabouts held on the PT database. * To produce reports from the PT database. * To attend and present information at a variety of meetings and conferences, highlighting the uses of PT and Bolton Cares leadership in the field, as required. * To liaise with local universities to ensure Bolton Cares are at the forefront of new developments. * To pursue, when directed, funding opportunities. * To help with the production of policy for PT usage * To operate within the policies of the company. * To undertake any other duties as appropriate to your responsibilities and ability. |
| Other requirements |
| The post holder will need to drive and have use of a car for business purposes.  Work base will be Thicketford Centre though there is some flexibility to work from home some of the time. |