**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**mpowermentYour 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.
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| 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. |