

## **Job Description and Person Specification**

**Post Title: Assistive Technology Coordinator**

**Reports to: Assistive Technology Team Leader**

**Scale: 4**

**Politically Restricted: No**

### **Overall Purpose**

1. To assist with the project review of the Home Gadgets offering to residents across Leicestershire
2. To research best practice into smart and assistive to support residents and carers living with a physical, mental or neurological vulnerability to help maintain independence. To support and promote the Assistive technology pilots as part of the AT project and provide information to Lightbulb

### **Key Roles, Tasks and Responsibilities**

1. To work with the Assistive Technology Team Leader to implement new ways of working as per the service review
2. To carry out research and analysis of best practice in relation to adaptations and technology that can support those living with a physical, mental or neurological vulnerability and their carers.
3. To look at ways to apply practically results of researching best practice to enable service users to maintain independence.
4. To support the implementation of assistive technology for services users through pilots.
5. To prepare or contribute to reports as required.
6. To attend meetings as required in relation to assistive technology, Lightbulb and Health and Wellbeing.
7. To attend service user and carer groups to understand the needs of residents in relation to physical, mental or neurological vulnerabilities.
8. IT skills to support and give service users a good foundation in using and accepting assistive technology.
9. To gather and collate performance data and provide monthly reports to the Assistive Technology Team Leader and be responsible for any continuous improvement of these.
10. To gather and collate budget information providing monthly reports to the Assistive Technology Team Leader.
11. To carry out any other duties as instructed by the Assistive Technology Team Leader.
12. To manage assigned resources in accordance with Council policies, procedures, budget systems and constitution including the administration of certain budgets.

13. To comply with the Health & Safety at Work Act at all times as outlined in Blaby District Council's Health & Safety Policy
14. You will be expected to undergo designated training sessions as necessary, which may be out of normal working hours and/or at other establishments.

### **Post Characteristics**

**Allowances:** None

**On call/emergency situations:** NA

**Security/safeguarding checks:** Enhanced DBS

### **Health and Safety Responsibilities**

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

### **Emergency Planning/Response Responsibilities**

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## Person Specification

### Knowledge

#### Essential:

Knowledge of adaptations and assistive technology that can support those living with physical, mental and neurological vulnerabilities and their carers. \*3,4

### Experience

#### Essential:

Meeting deadlines \*3,4

Effective team working \*3,4

IT skills sufficient to use Microsoft Office, the internet and emails \*3,4

#### Desirable:

Working with vulnerable customers in a health, social care, housing or similar environment \*3,4

Understanding of technology sufficient to demonstrate to service users. \*3,4

### Skills/Abilities

#### Essential:

Well-motivated and takes pride in delivering high quality services \*3,4

Flexible and receptive to new ideas and ways of working \*3,4

Ability to show initiative and demonstrate good problem-solving skills \*3,4

Ability to communicate effectively at all levels both verbal and written and deal sensitively with customers and respect confidentiality \*3,4

Ability to organise own workload, prioritise and meet deadlines \*3,4

Research new and innovative assistive and smart technologies to support those living with physical, mental and neurological vulnerabilities and their carers \*3,4

Ability to carry out research and apply best practice to practically support service users. \*3,4

### Qualifications/Training

#### Desirable:

Word Processing or equivalent \*3,5

Administration qualification or equivalent \*3,5

GCSE Grade C or above in both: \*3,5

Mathematics

English

Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

**Job Description and Person Specification details:**

Reviewed by: Assitive Technology Team Leader

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