

<b>Job title</b>	<b>Data &amp; Administration Officer</b>
<b>Accountable to:</b>	<b>Evidence &amp; Insight Manager</b>
<b>Location</b>	<b>Guildford</b>
<b>Contract</b>	<b>12 months fixed term (to cover maternity leave) 25 hours per week (flexible / by agreement)</b>
<b>Salary</b>	<b>£26,000 per annum (pro-rata)</b>

Purpose of the role

To maintain our database, carry out data analysis and produce reports. This enables us to identify themes and trends and share what we've heard from the public with commissioners and providers of NHS and Social Care services.

Main responsibilities and tasks

Administrative activities that support our Community Engagement, Research and Influencing functions including;

- Database entry and monitoring
- Analysing data (e.g. pivot tables in Excel) and preparing reports
- Sharing specific complaints and experiences with NHS and Social Care providers
- Preparing, coordinating and distributing papers for meetings
- Managing diaries, making appointments and booking rooms
- Minute taking
- Writing letters
- Maintaining filing systems
- Answering the phone and answering queries
- Facilitating meetings

Conditions

Carry out other such duties as may be required by the Chief Executive which are consistent with the duties and responsibilities of the post. The other conditions of service and other current procedural agreements will be enclosed with the post-holders Contract of Employment.