



KirCA Digital Project – Engagement Officer

Job Purpose

To guide eligible CQC registered care providers in Kirklees through specification, market testing and procurement of a new DSCR and falls technology.

We are looking for people who demonstrate all the of KirCA's behaviours and expectations and continually strive for excellence.

Key Areas of Responsibility

- Develop and communications and engagement plan.
- Develop a project plan covering progress monitoring, risks and issues, and benefits monitoring.
- Arrange events and information sessions for care providers with DSCR and falls technology suppliers.
- Contact eligible providers who have previously expressed an interest in transferring to DSCR.
- Contact eligible providers who may be interested in transferring to DSCR.
- Work with providers to ascertain where the service is with regards to DSCR and falls technology and what their requirements are.
- Work with providers to agree an action plan to apply for and secure a grant for the transfer to DSCR.
- Work with providers to support them in arranging meetings, developing specifications and signing agreements with an approved DSCR provider.
- Assist in the research and collation of information of relevant products linked to advances in falls prevention strategies.
- Work with providers to apply for and secure a falls technology grant.
- Work with providers to ensure any new DSCR system and falls technology equipment is implemented efficiently and effectively.

Employee Specification

Essential

- Able to work independently, with minimal supervision and use your own initiative in the development of the project.
- Developed written and verbal communication and interpersonal skills to build and maintain effective professional relationships.



- Personal resilience and the ability to manage competing deadlines to deliver projects to specification, on time and within budget.
- Knowledge and experience of developing and implementing initiatives and monitoring and reporting on progress and outcomes.
- Knowledge and experience of producing clear and concise reports.
- Excellent understanding and experience of using Microsoft packages including outlook, excel and word.
- High level of IT, literacy, and numeracy skills
- Has a pro-active approach to problem solving together with the ability to analyse, determine and prioritise key actions to deliver project objectives.
- Strong team player with a positive and flexible approach to both work and colleagues.

Desirable

- An understanding of social care and care homes
- Knowledge and experience of working with digital solutions

Behaviour and Expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Open attitude towards Equality, Diversity, and Inclusivity