

# Job Title: Assistant Sensory Support Co-ordinator

## Grade: 5

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

The Specialist Teaching Support Service is centrally based serving Staffordshire. The Service consists of four teams: Autism, Deaf/Hearing and Vision Inclusion and ASSIST.

ASSIST's post 16 sensory service provides a range of support for people who have sensory loss in the community, in health and legal settings and at colleges and universities. A cost-recovery service, providing specialist support including but not limited to; British Sign Language interpreting (BSL), communication support, specialist notetaking, mobility and orientation training, translation, and transcription (Braille, audio, easy read) and awareness training.

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## **Reporting Relationships**

**Responsible to: ASSIST Project Co-ordinator**

**Responsible for: N/A**

## **Key Accountabilities:**

### **Translation and Transcription**

- Working with the Sensory Support Co-ordinators and ASSIST Project Co-ordinator to ensure that a translation/transcription service is provided at all times in accordance with service guidelines.
- Receive work requests and liaise with staff to support the provision of materials in alternative formats; assisting with quality checking and ensuring materials are delivered within given time frames.
- To have an understanding of specialist formats used in transcription/modification and be familiar with adaptive technology for HI/VI and help research new products.
- To liaise with the ASSIST specialists, stakeholders and outside agencies concerning equipment and software.

### **Finance and Data**

- Ensure that day to day financial transactions are met in accordance with Financial Regulations and within agreed budgets as directed by the ASSIST Project Co-ordinator and Sensory Support Co-ordinators.
- Receive and process bookings and orders accurately and efficiently.
- Maintain appropriate levels of stock stationery, consumables etc.

### **Education and Community**

- Assist with the co-ordination of further & higher education support and community bookings, utilizing knowledge and understanding of the communication needs of people with hearing/sight loss to inform practice.
- To deputise and cover for the Sensory Support Co-ordinators, assisting with any other duties which may arise.

### **General**

- Represent, promote, market, and communicate the services provided by ASSIST in a proactive and positive manner.
- Undertake general administrative duties as directed.
- To be aware of the processes for handling Child/Vulnerable Adults Protection/Safeguarding issues

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Environment**

Deliver a reduction in the Council's environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>NVQ Level 2 in Business Administration or equivalent experience</li> <li>BSL Level 1 or working towards this qualification</li> <li>ICT qualification equivalent to the competency level of ECDL</li> <li>RSA 2 Touch Typing skills or equivalent</li> <li>CACDP Notetaking Level 2 or equivalent, or working towards</li> </ul>	A  A A  A A
	<b>Experience and Knowledge</b> <ul style="list-style-type: none"> <li>Experience of working with or proven contact with people with sensory impairments with particular experience in providing translation/transcription services</li> <li>Experience and awareness in the use of specialist access technology</li> <li>Proven knowledge of Financial Regulations/Contract Standing Orders and any other related legislation</li> <li>Knowledge of relevant legislation including Equality Act and NHS Accessible Information Standard and their implications for the Service's client base</li> <li>Ability to retrieve and manipulate financial information for the production of statistics and reports</li> <li>Experience of developing and maintaining effective working relationships with other Directorates and external agencies</li> <li>Experience of managing and prioritising own/others workload to meet agreed deadlines</li> </ul>	A/I  A/I A/I A/I  A/I A/I A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>High levels of computer literacy to include MS Office, CAPITA Integra finance system and databases</li> </ul>	A/I

	<ul style="list-style-type: none"> <li>• Excellent Communication (oral and written) with proven influencing ability</li> <li>• Commitment to customer focused solutions</li> <li>• Proven organisational skills</li> </ul>	A/I  A/I A/I
	This post is designated as a casual car user	



\*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300