

## ViSOR DATA INPUTTER

Reference No.	A4749	Type	Individual
Service	Justice Social Work		
Job Family	Admin Clerical 4	Grade	FC4

### Purpose

To provide an efficient and effective support to the functions of Multi-Agency Public Protection Arrangements (MAPPA) in Fife. A data input and quality assurance role for the Violent and Sex Offender Register (ViSOR) on behalf of Justice Social Work.

ViSOR is the agreed system for use by Scotland's MAPPA Responsible Authorities in accordance with the MAPPA National Guidance 2016 and under the duty to co-operate, both of which are underpinned by the Management of Offenders etc. (Scotland) Act 2005, Section 10.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>Providing a comprehensive service and contributing to the risk and record management of Fife MAPPA managed individuals by actively and accurately maintaining and updating the ViSOR system.</p> <p>Accessing, integrating and inputting the following onto the ViSOR system:</p> <ul style="list-style-type: none"> <li>Recording of MAPPA summaries</li> <li>Recording MAPPA meeting minutes</li> <li>Recording of disclosures</li> <li>Recording of actions and outcomes</li> </ul>	<p>Experience of working in an office environment (Deliver results – See 'How We Work Matters' Framework)</p> <p>National 4, SVQ2, or 3 Standard Grades or equivalent</p> <p>Working knowledge of a range of office services and procedures</p> <p>Experience within Local Government</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

# Role Profile

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<ul style="list-style-type: none"> <li>• Recording of Activity logs</li> <li>• Inputting information from Justice Social Work appointments.</li> <li>• Updating and managing nominal records</li> </ul>		✓	
<p>Using computer based applications to carry out a range of duties including:</p> <ul style="list-style-type: none"> <li>• Creating/updating/maintaining existing systems to enable the prompt retrieval of data, e.g. spreadsheets, databases</li> <li>• completing of returns and reports,</li> <li>• collating/providing management/statistical information,</li> <li>• word processing including creating, formatting and updating documents, e.g. minutes and reports,</li> </ul>	<p>Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information)</p> <p>Experience of non-standard corporate systems</p> <p>Attention to detail</p> <p>Ability to maintain confidentiality</p> <p>Experience of supporting others to learn new systems</p> <p>Ability to collate, analyse and interpret management information</p>	✓          ✓          ✓          ✓          ✓          ✓	✓
<p>Supporting information and records management: such as electronic filing, file management, retention, removal and archiving assisting with the roll out of developments as required.</p>	<p>Organisational skills</p> <p>Confidential approach to work</p>	✓  ✓	

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Assisting the MAPPA Social Work Assistant, MAPPA Coordinator or Team Manager to coordinate workflow and monitor quality of work, ensuring required standards and deadlines are met and assisting with the roll out of developments as required.	Flexible approach to work	✓	
Delivering a back office service, providing a high standard of customer care including acting as the first point of contact for ViSOR administrative or operational enquiries: handling telephone calls and e-mails, providing advice to operational staff in relation to ViSOR.	Customer Service/care skills (Focus on customers) Communication skills, both oral and written Relationship building skills	✓  ✓  ✓	
Liaising with non Fife Council employees, e.g. Police Scotland.	Experience and ability to maintain accurate records Interpersonal skills Team working skills (Work together)	✓  ✓  ✓	
Creating, developing, implementing and maintaining efficient office systems and procedures.	Problem solving skills Time management skills (Take ownership)	✓  ✓	
	ViSOR trained		✓

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>JOB TITLE (of Specialist tasks)</b>				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p>Before confirming your appointment to the post, you will be required to obtain:</p> <ul style="list-style-type: none"> <li>• Protection of Vulnerable Groups (PVG) Scheme Membership through Disclosure Scotland.</li> <li>• Non-Police Personnel Vetting (NPPV) – Level 2 (Full).</li> </ul> <p>Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information</b> – the following information is available	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>