

## Health and Welfare Database Executive – September 2018

**Role: Health and Welfare Database Executive**

**Band: C**

**Function: Animal Science**

**Reports to Senior Veterinary Manager**

**Banding Descriptor:** More complex roles, which do not require significant specialist knowledge but may work with confidential/key information, are involved in process delivery and may have some supervisory responsibilities. May be a graduate or administration role.

**Contribution to Corporate Business Plan: Supporting and Co-ordinating.**

**Role purpose:**

To provide services related to animal health and welfare databases ensuring the effective operation and delivery of specific projects and team activity.

**Key Responsibilities:**

**General**

- To be the first point of contact for Pork database related queries
- To respond to detailed internal and external database related queries for I-pig, Pig Hub, Significant Diseases Charter, eAML2 and Pig Health Scheme in a professional manner within scope of role, escalating where required, including requests for resources and technical queries
- To manage the Pork databases on a day to day basis to maintain data integrity on I-pig, Pig Hub, and Pig Health Scheme
- Manage upgrades and enhancements, including user testing of database software/upgrades

**Welfare/I-pig**

- To maintain the continued smooth running of I-pig both user end and behind-the-scenes
- Manage Real Welfare contact points (phone, email), involving customer relation management and solving or escalating queries
- To maintain and update RW training website and vet training database
- To organise real welfare training and refresher training for vets and other key stakeholders
- To manage data extraction via SQL from the I-pig database

**Pig Health Scheme**

- To maintain the Pig Health Scheme database ensuring reports from Assessors are received on time, processed promptly and reports are made available to Producers and other stakeholders
- To liaise with the Pork Processing Manager and contractor on any problems regarding reporting assessments as appropriate
- To manage the quarterly provision of Pig Health Scheme data for data analysis by the contractor
- To maintain the list of Pig Health Scheme assessment dates on the Website

**Additional Job Specific Responsibilities:**

- Assist in the planning and development of complementary services for cattle and sheep, as may be required
- Provide secretariat for Technical Committees, including preparing agendas and papers and taking minutes
- To attend off site meetings where applicable
- To attend meetings with Internal and External Stakeholders as required
- To liaise with contractors

<p><b>Delegated Authority:</b></p> <ul style="list-style-type: none"> <li>No budgetary responsibility</li> </ul>
<p><b>Person Specification – Knowledge/Skills/Experience:</b></p> <ul style="list-style-type: none"> <li>Database management expertise</li> <li>Working knowledge of data protection and GDPR legislation</li> <li>Competency in Microsoft applications including Word, Excel, and Outlook</li> <li>Competency in using SQL</li> <li>Good written and verbal communication skills with the ability to work as part of a team</li> <li>Excellent planning, organizational, and time management skills.</li> <li>Results driven delivery style, with experience achieving stretching operational targets</li> <li>Excellent organisational skills with a high attention to detail</li> <li>Excellent interpersonal skills with the ability to build effective working relationship with a range of internal and external stakeholders</li> </ul>

	Area of Expertise	Level Required
1	Creating & Inspiring Commitment	1
2	Project Management	1
3	Quality Ownership	2
4	Data/Information Collection & Management	2
5	Risk Management	1
6	Process Management	2

	Area of Expertise	Level Required
1	Customer Mind-Set	2
2	Performance Driven	2
3	Respecting Others	3
4	Working in a Matrix	2

Version	Date	Author	Description
1.0	11/9/2018		Original
2.0			

