

PERSON SPECIFICATION

HEAD OF ICT AND CORPORATE SERVICES – C32

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to demonstrate high level leadership (including team development, communication skills, motivational skills). Ability to be self motivated and handle a large and varied personal workload	E	1, 3
Personal Skills	Presentation skills, to all groups of employees, senior management / Director level and Members	E	1, 3
Personal Skills	Performance management skills	E	1, 3
Personal Skills	Negotiation skills, with managers, employees and Trade Unions	E	1, 3
Personal Skills	Contract negotiation skills	E	1, 3
Personal Skills	To be self motivated, confident and capable of working alone	E	1, 3
Personal Skills	To be diplomatic and approachable	E	1, 3
Personal Skills	To challenge practices and suggest improved business techniques	E	1, 3
Personal Skills	To be creative and entrepreneurial within the constraints of public accountability and statutory limitations	E	1, 3
Personal Skills	Business skills (including financial management, sales, marketing etc.). Developing IS/IT strategies	E	1, 3
Personal Skills	Ability to develop business plans, charging and service level agreements within a Local Authority environment	E	1, 3
Personal Skills	To be able to deliver clear targets and outputs within a complex organisational and political environment	E	1, 3
Personal Skills	Ability to influence senior managers and Members and negotiate internally with customers	E	1, 3
Experience	Proven track record of successful ICT Management	E	1, 3
Experience	Technical knowledge of hardware, software and technical architecture solutions and ability to critically appraise products and options	E	1, 3
Experience	Proven track record of successful management across a wide portfolio of service delivery	E	1, 3
Experience	Presenting complex IT/technical arguments and reports in ways which are capable of being comprehended by non-technical audience	E	1, 3
Experience	Project and Programme Management	E	1, 3
Experience	Significant experience of managing integrated IS/IT function at a senior level within a complex organisation and financial management and control of a business area/function at a senior level	E	1, 3
Experience	Experience of managing and resolving employee relations problems	E	1, 3

Specification Type	Additional/changed requirements	E/D	Measure
Experience	Experience of Business Transformation and Change Management	E	1, 3
Attainments/Qualifications	Graduate level qualification required or equivalent experience	E	1, 3
Attainments/Qualifications	Project Management e.g. PRINCE II or equivalent experience	E	1, 3
Knowledge	Awareness of the pressures and changes affecting Local Government in general and Local Government IT services in particular	E	1, 3
Knowledge	Detailed understanding of IT industry trends the criteria for evaluating technology changes and strategic changes in the IS/IT market place	E	1, 3
Knowledge	An understanding of modern management methods and theory	E	1, 3
Knowledge	An understanding of Business Transformation and Change Management	E	1, 3
Knowledge	Understanding of Local Authority finance	E	1, 3
Knowledge	Understanding of IT procurement process within the context of relevant legislation	E	1, 3
Knowledge	Understanding of Business Support Service delivery	E	1, 3
Knowledge	Understanding of Parking and Surveillance Services	E	1, 3
Knowledge	Understanding of Support Services	E	1, 3
Knowledge	Understanding of the contracting process and contract letting	E	1, 3
Equality and Diversity	A thorough understanding of equality issues affecting both employment and practices and service provision	E	1, 3
Special Requirements	Must be willing to work outside normal office hours	E	1, 3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]