

PERSON SPECIFICATION

ICT Technical Officer

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Flexible, hard working to react to project deadlines and support requirements.	E	1,3
Personal Skills	Ability to work to own initiative and meet deadlines	E	1,3
Personal Skills	A professional approach	E	1,3
Personal Skills	Excellent communication skills	E	1,3
Personal Skills	Customer focussed	E	1,3
Personal Skills	Ability to work as part of a team	E	1,3
Personal Skills	Ability to solve problems	E	1,3
Personal Skills	Good literacy skills	E	1,3
Personal Skills	Possess an accurate and methodical approach	E	1,3
Personal Skills	Logical thought process	E	1,3
Personal Skills	Ability to demonstrate a high level of organisational skills	E	1,3
Personal Skills	Able to show enthusiasm for ICT related issues	E	1,3
Experience	Experience working in an office environment.	E	1,3
Experience	Experience in installation of PC's, Servers and network hardware	E	1,3
Experience	Ability to work to site standard	E	1,3
Experience	Experience of working to ITIL Framework processes	E	1,3
Attainments/Qualifications	A Level or equivalent, in a relevant subject	E	1,3
Attainments/Qualifications	Higher Education level technical qualification required or equivalent technical experience	D	1,3
Attainments/Qualifications	Microsoft Certification in Server Technologies	E	1,3
Attainments/Qualifications	CCNA	D	1,3
Knowledge	Knowledge of Windows Server & Client environments	E	1,2,3
Knowledge	Maintaining and administering Communication and Network systems	E	1,3
Knowledge	Client / Systems diagnostics	E	1,3
Knowledge	Microsoft Active Directory administration	E	1,3
Knowledge	Microsoft Exchange Administration	E	1,3
Knowledge	Understand in a way appropriate to the job, how the principles of equality and diversity need to be applied within the Council	E	1,3
Knowledge	Knowledge of Internet technology	D	1,3
Knowledge	Knowledge of Local Authority procedures	D	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Knowledge	Knowledge of the on-going requirements by Central Government for the delivery of Services Electronically	D	1,3
Physical Requirements	Physically capable of lifting reasonably heavy boxes and/or equipment after appropriate manual handling training.	E	
Physical Requirements	Must be able to use step ladders	E	
Special Working Conditions	Able to work out of hours if required.	E	1,3
Special Working Conditions	Full Driving License and willing to use own car, or the ability to travel, between Council buildings.	E	1,3

Car Allowance:

This post carries a designated a car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner.

Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.

Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

E/D:

Essential (E)
Desirable (D)

Measure:

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