

PERSON SPECIFICATION

C67 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
Knowledge	Knowledge of the on-going requirements by Central Government for the delivery of Services Electronically	D	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Physical Requirements	Physically capable of lifting reasonably heavy boxes and/or equipment after appropriate manual handling training.	E	1,3
Physical Requirements	Must be able to use step ladders	E	1,3
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 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]