

Recruitment person specification

ICT Senior Officer (Planning and Building Standards)

Our Behaviours

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable
<p>Experience</p>	<p>Experience in operating and developing the Planning and Building Standards Document and Case Management Systems (Idox and Uniform) and associated systems such as Uniform Enterprise, the eDevelopment Connector, Planning and Building Standards Public Access</p> <p>Experience of how both Planning and Building Standards services function, including how their businesses operate internally and with customers and stakeholders and how planning and building warrant applications are processed using ICT systems and technology</p> <p>Experience in delivering:</p> <ul style="list-style-type: none"> • IT programmes, projects and critical services • Business change, ICT programmes and business critical ICT services <p>Experience of planning and providing ICT services, developing process, procedure and practice</p> <p>Experience in an environment where strategic change and continuous improvement has been demonstrated</p> <p>Experience of system administration of ICT systems</p>	<p>Experience of operating in a number of multi-disciplinary teams working to deliver specific project(s)/ work packages</p> <p>Experience in ICT project management</p> <p>Experience of supplier and contract management</p>

<p>Knowledge, skills and understanding</p>	<p>Proven ability to manage and/or contribute to projects and work streams</p> <p>Ability to communicate and negotiate effectively with management and other parties, both verbally and in writing and able to demonstrate an ability to analyse issues, assess their business impact and contribute to their resolution</p> <p>Ability to interpret a range of complex information and analyse principles and inter-dependent factors</p> <p>Must be able to present issues effectively and clearly at a variety of forums</p>	<p>Knowledge and understanding of ICT and digital technologies</p> <p>Working knowledge of MS Access and Power BI</p> <p>Understanding of Data Protection and Document Retention policies</p>
<p>Qualifications and training</p>	<p>The post requires a degree level qualification.</p> <p>Relevant experience and demonstrated competence may also be taken into account in place of a degree level qualification.</p>	<p>Qualification in IT Development or Service Management (such as ITIL)</p>
<p>Job specific requirements</p>	<p>Show ability to embrace and positively support innovation and change</p> <p>Ability to adapt quickly and flexibly to changing priorities and demands and keep to deadlines</p> <p>Show ability to promote the importance of quality customer/client service</p> <p>Ability to deal with sensitive information with discretion and to maintain confidentiality at all times</p>	