# PCC Logo Landscape (new 2014)

## EMPLOYEE SPECIFICATION Closing Date: 12 Noon, Thursday 11th July 2019

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| **Dept: Environmental Health** | | **Section: Support Services** | |
| **Post No:**  **ENEH01026** | **Designation:**  **Information Systems Officer** | | **Grade: 9**  **(SCP 25 – 27)** |

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| **Qualifications:**  E Qualifications at Level 2 (or equivalent) in English and Maths (e.g. GCSE grade C or higher).  E Qualifications at Level 3 (or equivalent) (e.g. A level).  E ICT qualification at Qualifications Level 4 (or equivalent) relevant to computerised information systems management and administration (e.g. HNC).  D Qualification in project management methodology. |
| **Knowledge/Skills/Abilities:**  E Excellent ICT skills including Microsoft Office, Word, Access, Excel, GIS packages, etc.  E Ability to plan, organise and manage own workloads and work with the minimum of supervision.  E Ability to cope with a varied and demanding work load, including the simultaneous planning and delivery of multiple projects to deadlines.  E Ability to communicate technical ICT information to colleagues who are not ICT specialists both verbally and in writing.  E Ability to build and maintain relationships and to work as part of a team.  E Ability to train and support staff with differing levels of ICT capability and experience on.  HD Knowledge of current E-Government issues and requirements.  HD Technical knowledge of current and emerging ICT technologies and their application.  HD Knowledge of the Civica Authority Public Protection (APP) software system. |
| **Experience:**  E Experience of implementing ICT systems and working with users to achieve successful implementation.  E Experience of delivering solutions to customers using Microsoft products.  E Experience of managing and developing computerised databases.  HD Experience of developing content for the internet and web site development.  HD Experience of training others in the use of ICT applications.  D Experience of working in a local government or other public sector organisation |
| **Special Requirements:**  Occasional out of hours working may be required in order to facilitate the ongoing management and development of information systems and databases. |
| NB E Essential HD Highly Desirable  D Desirable A Advantageous Date Produced: June 2019 |