# 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 |