

Finance and Corporate Services – ICT Services		
Person Specification		
ICT Digital Service Development Officer		
Post number: TBC	Post grade: LS11	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience in technical development, integration and interfacing of IT systems • Proven track record of being involved in projects and understanding methodologies • Experience of Microsoft Office Suite • Experience in software development • Experience in analysing and reporting spatial data. 	<ul style="list-style-type: none"> • Experience of Local Authority IT Systems • Experience of a technical 'System Administrator' • Knowledge of CRM systems
QUALIFICATIONS	<ul style="list-style-type: none"> • Graduate level qualification required or technical qualification plus experience. • Power BI • PowerShell 	<ul style="list-style-type: none"> • Android or IOS Development • ITIL Foundation
SPECIALIST KNOWLEDGE/ SKILLS	<ul style="list-style-type: none"> • Knowledge of tools and environments, including HTML, SQL, JavaScript, XML, VB Script, ASP and C# .NET • Microsoft Project • Microsoft Access • Microsoft Excel • 'Report Writer' Packages 	<ul style="list-style-type: none"> • Awareness of the Government vision for transformation • Experience with Oracle
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Ability to drive change management through the Council at all levels • Logical thought process and accurate methodical approach 	

	<ul style="list-style-type: none"> • Excellent written and oral communication skills at all levels within the organisation • Ability to work individually or as part of a team • Ability to establish and translate business requirements into practical solutions (Business Analysis) • Ability to contribute to and adhere to site standards. • Ability to manage project life cycle and meet deadlines 	
Equality and Diversity	<ul style="list-style-type: none"> • Understand, in a way appropriate to the job, how the principles of equality and diversity need to be applied within the Council 	
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Must be flexible and willing to work outside the office's normal working hours 	

PREPARED BY: Matt Doar

DESIGNATION: ICT Operations Manager

DATE: 28/11/25