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Person Specification

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| Post: **ICT Lead** | Location: **Rochdale, Middleton, Heywood & Bury** |  |

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge youmustshow you have to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The How Identified column shows how we will obtain the necessary information about you.

If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you must include in your application enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

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| Qualifications and Experience | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** |
| Good standard of education including at least 5 GCSE’s A-C including English and Maths.  NVQ level 3, EDCL or equivalent ICT qualification or relevant experience in ICT industry.   1. Experience of developing and delivering an effective and innovative digital strategy.   Experience in managing ICT Infrastructure development.  Experience of maintaining and developing an information database system.  Experience of developing reporting systems including Power Bi.  Experience and skills to identify, create and deliver ICT software and hardware training within the organisation. | CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview | Hold a valid UK Driving license and have access to own car.  Experience in a comparable role working in the VCSE sector.  Working knowledge and involvement in the VCSE sector in HMR & Bury and surrounding areas.  Understanding of Mental Health and Emotional Wellbeing and the use of appropriate language and cultural sensitivities.  Knowledge of Mental Health and Emotional Wellbeing days/ world events (ie: Blue Monday)  Knowledge of the importance of equality & diversity. | CV  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview |
| Skills and Abilities | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** |
| 1. Excellent interpersonal skills with the ability to communicate effectively with a diverse range of individuals, organisations and agencies (internal and external) through telephone and email communications through to attending supplier contract meetings. 2. Ability to work flexibly with colleagues and help develop a culture of learning and development with ICT systems.   Knowledge and skills to perform market research into ICT developments measured against the needs of the organisation.   1. A highly organised individual who is methodical and accurate and able to plan and coordinate internal ICT training to colleagues.   Ability to develop strong and effective working relations.   1. Highly computer literate with excellent working knowledge of a range of Office software, Power Bi and CRM systems. 2. Excellent technical knowledge, with ability to pick up new tools and software quickly.   Experience of working with confidential data.  Ability to work under pressure and to manage own workload according to demands placed on you by the senior staff.  Ability to work with colleagues, service users and members of the public in a welcoming and professional manner.  Ability to communicate at all levels in person, by telephone and in writing. | CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview | Working on and developing Views database system. | CV, interview |
| Personal Qualities | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** |
| Excellent self-reflection skills.  Able to listen and take on board constructive feedback.  Able to hold critical friend conversations with any staff/volunteers falling under this role.  Strong ethics and boundaries.  Able to maintain good working relationships and work as part of an effective team.  Able to work in a pressured environment and to show strong resilience.  Ability to handle sensitive information in a confidential and professional manner. | CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview  CV, interview |  |  |
| Special Working Conditions | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** |
| Preparedness to work flexibly, as negotiated.  Will be required to undertake some travelling which would be reimbursed in accordance with local terms and conditions.  Demonstrate a commitment to equality and diversity and anti-discriminatory practise. | CV, interview  CV, interview  CV, interview |  |  |