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| **Selection Factors**  **(Person Specification)** |  | **Criteria** |
| **QUALIFICATIONS & TRAINING** | **Essential** | Educated to a Minimum BSC in Computer related subject |
|  |  | ITIL Service Management Foundation Qualification |
|  |  | Microsoft Certification |
|  | **Desirable** | Line Management training |
|  |  | Moving and Handling |
| **EXPERIENCE** | **Essential** | Experience of managing multiple projects across different services |
|  | **Desirable** | IT Management experience within a large, diverse organization preferably NHS |
|  |  | Working with staff at a senior management level in the organisation |
|  |  | Systems Access |
|  |  | Asset Management |
|  |  | Line Management, motivating and developing staff |
| **KNOWLEDGE** | **Essential** | Working knowledge of Microsoft 365 Active Directory |
|  |  | Working knowledge of Turas, PMS |
|  |  | In depth knowledge of Microsoft excel, formulas and pivot tables |
|  | **Desirable** | Awareness of political context of Vaccination programmes including knowledge and understanding of when, how and with whom information can appropriately be shared. |
| **COMPETENCIES & SKILLS** | **Essential** | Effective Communicator |
|  |  | Well-developed problem solving and analytical skills |
|  |  | Knowledge and skills in relation to personal computer including NHSmail, TURAS and SSTS |
|  |  | Performance monitoring and management, report writing and project management. |
|  |  | Prioritisation of tasks and delegation of work. |
|  |  | Customer Care |
|  |  | Technical |
| **PERSONAL CHARACTERISTICS AND OTHER** | **Essential** | Demonstrates using own initiative |
|  |  | Demonstrates responsible attitude |
|  |  | Professional appearance |
|  |  | Team Player |