



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Digital and ICT Project Support Officer

GRADE: Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">Relevant qualification in Business/IT or equivalent professional qualification	<ul style="list-style-type: none">Specific IT related training (i.e. reporting, programming)Project Management Qualification	<ul style="list-style-type: none">Application FormCertificates
Work Experience	<ul style="list-style-type: none">Experience of working in a social care or health environmentSignificant experience of working in change projects with a proven track record of successExperience of developing and implementing projects which engage operational staff collaboratively in achieving changeExperience of undertaking research and analysis and producing and presenting findings both verbally and in writingExperience in developing procedural guidelines	<ul style="list-style-type: none">Service / process redesignExperience of IT systems admin and use of reporting tools softwareExperience of working in a Local Authority or Health settingKnowledge of statistical reporting techniques	<ul style="list-style-type: none">Application FormInterviewAdditional method of Assessment e.g. Presentation, work based exerciseReferences
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Understanding of the role of change agent and ability to act accordinglyGood project management skills		<ul style="list-style-type: none">InterviewAdditional method of

	<ul style="list-style-type: none"> • Able to keep systematic and detailed records for enquiry, including a range of content • Able to present information and analysis in an imaginative and engaging way • Excellent use of ICT including Microsoft Office, Word/Excel 		Assessment e.g. Presentation, work based exercise <ul style="list-style-type: none"> • References
Disposition	<ul style="list-style-type: none"> • Pro-active and positive approach to achieving goals • Able to interact with and influence people at all levels of the organisation and in partnerships • Able to galvanise engagement in improvement projects and support others to achieve goals and tasks • Able to plan a programme of work, meet deadlines and work under pressure • Excellent negotiation and communication skills • Ability to keep accurate records and deliver repetitive work to a high degree of accuracy • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Prepared to undertake appropriate training or studies as required • Prepared to work outside of normal office hours when required • Full current driving licence or access to a means of mobility support • Basic security clearance 		<ul style="list-style-type: none"> • Application Form • Interview • Basic check