

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service**SECTION:** All Schools Model**JOB TITLE:** Senior Technician Manager (9)
(Network/ICT)**GRADE:** 9

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of the management of ICT provision and strategy.	Application Form/ Selection Process	A
		1.2	Experience of providing technical input and advice.	Application Form/ Selection Process	A
		1.3	Experience of management and supervision of staff.	Application Form/ Selection Process	A
		1.4	Experience of leading programmes of ICT development.	Application Form/ Selection Process	A
		1.5	Experience of preparing and monitoring budgets.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Relevant qualification (NVQ4/HND) or equivalent experience.	Application Form/ Selection Process/ Certificate	B
		2.2	ICT qualification or relevant experience.	Application Form/ Selection Process/ Certificate	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	
		3.2	Understanding of the basic principles of Customer Care.	Selection Process	
		3.3	Knowledge of Recruitment and Selection.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
3.	GENERAL AND SPECIAL KNOWLEDGE cont...	3.4	Knowledge of Health and Safety legislation and its impact on the role.	Selection Process	A
		3.5	In depth knowledge of ICT developments and equipment.	Application Form/ Selection Process	
4.	SKILLS AND ABILITIES	4.1	Ability to work on own initiative and contribute to the effective working of a team.	Selection Process/ Application Form	A
		4.2	Be able to prioritise and produce accurate work, working to tight deadlines.	Selection Process	
		4.3	Ability to communicate effectively at all levels.	Selection Process	
		4.4	Ability to supervise/manage a team including task allocation and performance management.	Selection Process/ Application Form	
		4.5	Ability to carry out investigations and experiments.	Selection Process	
		4.6	Ability to monitor and maintain budgets.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	SS/T09/NI/SPEC
ES Prepared/Amended	JAN 2010
Refers to Estab(s)	