

#### **Person Specification**

**IT Manager**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 6 qualification (Degree or equivalent) in a relevant discipline and/or equivalent relevant experience
 | **\*** |  |
| * Experience in IT Management
 | **\*** |  |
| * Experience of managing a wired and wireless infrastructure in a medium to large scale environment
 | **\*** |  |
| * Experience of Microsoft Windows/O365
 | **\*** |  |
| * Experience of and/or certification in a range of platforms and protocols
 | **\*** |  |
| * Experience of cyber security
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent)
 | **\*** |  |
| * IT Literate equivalent to level 3
 | **\*** |  |
| * First Aid certificate (training provided)\*\*
 | **\*** |  |
| * Fire Marshall qualification (training provided)\*\*
 | **\*** |  |
| * Experience of strategic planning
 |  | **\*** |
| * Experience of the FE/HE sector
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to fulfill the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent leadership skills
 | **\*** |  |
| * Organised and methodical
 | **\*** |  |
| * Able to manage budgets
 | **\*** |  |
| * Able to manage an IT Services team
 | **\*** |  |
| * Able to exercise sound judgment and make decisions
 | **\*** |  |
| * Attentive to detail and accuracy of data
 | **\*** |  |
| * Able to solve problems
 | **\*** |  |
| * Able to deal with conflict
 | **\*** |  |
| * Able to work under pressure
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Assertive
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Shows Initiative
 | **\*** |  |

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.