

#### **Person Specification**

**IT Manager**

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|  | **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.