# 

NORTH WARWICKSHIRE

BOROUGH COUNCIL

# A red and white emblem Description automatically generated

# Person Specification

Post Title: Transformation Officer Date: December 2024

Division: Corporate Services Section: Transformation

Grade : 10

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| --- | --- | --- | --- |
|  | **E/D** | **Criteria Indicated E (Essential) or D (Desirable)** | **Measurement (see below)** |
| **SKILLS, KNOWLEDGE, and EXPERIENCE** | E  E  E  E  E  E  E  E  E  D  E | Experience of working in an IT support and development environment.  Ability to resolve complex IT problems.  Advanced knowledge of M365, including Teams, SharePoint, Power Automate and Approvals.  An in-depth knowledge of Active Directory.  Able to plan and prioritise work in an effective and efficient way.  Ability to represent the Council in a positive and professional manner.  Experience of managing IT projects.  Experience of supporting, implementing and developing systems.  In-depth knowledge and understanding of technical research and development.  A knowledge and understanding of functions of the Council.  Strong communication skills, both written and verbal and good presentation skills | 2,4  2,4  2,3,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2.4 |
| **EQUAL OPPORTUNITIES** | E  E | Ability to recognise discrimination in its many forms and put the Council’s Equal Opportunities policies into practice.  Understanding how discrimination may affect particular sections of the community and how this should be encountered. | 2,4  2,4 |
| **SAFEGUARDING** | E | Commitment to the protection and safeguarding of children, young people and adults with care and support needs. | 2,4 |
| **QUALIFICATIONS** | E | Good general standard of education, including of English and Maths. | 2,4,5 |
| **ATTITUDE AND MOTIVATION** | E  E  E  E | Able to work on own initiative with minimal supervision  Able to plan and organise workloads to meet deadlines that can be unpredictable and cause conflicting demands  Positive attitude to working as part of a team to deliver and develop services  Must have a pro-active approach to dealing with challenging issues | 2,4  2,4  2,4  2,4 |
| **OTHER** | E | A flexible approach to working hours (occasional evening and weekend working may be required) and location (office and home address). | 2,4 |

**Measure**

1 Testing prior to shortlisting (i.e. all applicants) 2 Application Form.

3 Test after shortlisting 4 Probing at interview.

5 Documentary evidence. 6 Other (please specify).