**EXETER CITY COUNCIL**

**Person Specification**

**JOB TITLE :** Housing IT System Officer

**GRADE :** Grade 7

**POST NO :** 4191/ 4192

**SERVICE :** Housing

**UNIT :** Housing

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| **SELECTION CRITERIA** | **ESSENTIAL****✓** | **DESIRABLE****✓** | **CATEGORY** |
| **QUALIFICATIONS**Educated to GCSE level (A-C or 4-9) in five subjects including English and Maths or equivalent experienceRelevant ICT professional qualification or equivalent experienceA diploma or equivalent qualification either in a housing or technical area relevant to the post  | ✓✓ | ✓ | CCC |
| **EXPERIENCE/KNOWLEDGE SKILL**Experience of project delivery Knowledge of current issues in housing and local government Knowledge of software implementation, upgrading and testing The ability to self-motivate, organise and prioritise a heavy workloadThe ability to communicate well both orally and in writing with a variety of audiences in order to impart or discover relevant informationA willingness to learn from trainingAnalytical and logical skills to problem solve system and technical issues Organisational and project delivery skills and able to work on own initiative as well as part of a teamAccuracy and attention to detail particularly when working to tight deadlinesIT experience in relevant programmes (for example SQL or a housing management application)An understanding of, and commitment to, the principles of equality and diversity and their application to the work of the Housing serviceKnowledge of relevant health and safety considerations | ✓✓✓✓✓✓✓✓✓✓ | ✓✓ | A I A I TA I A IA I TA I A IA I TA IA IA IA I |
| **SPECIAL REQUIREMENTS/ATTITUDE**A positive ‘can-do’ attitudeA high level of personal resilienceMust be prepared to travel to various sites and venues and potentially attend meetings outside of normal office hours | ✓✓✓ |  | A IA IA I |
| **OTHER** |  |  |  |

**COMPLETED BY:** Service Lead Housing (Customers)

**DATE: August 2017**