**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 experience  Relevant ICT professional qualification or equivalent experience  A diploma or equivalent qualification either in a housing or technical area relevant to the post | ✓  ✓ | ✓ | C  C  C |
| **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 workload  The ability to communicate well both orally and in writing with a variety of audiences in order to impart or discover relevant information  A willingness to learn from training  Analytical 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 team  Accuracy and attention to detail particularly when working to tight deadlines  IT 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 service  Knowledge of relevant health and safety considerations | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | A I  A I T  A I  A I  A I T  A I  A I  A I T  A I  A I  A I  A I |
| **SPECIAL REQUIREMENTS/ATTITUDE**  A positive ‘can-do’ attitude  A high level of personal resilience  Must be prepared to travel to various sites and venues and potentially attend meetings outside of normal office hours | ✓  ✓  ✓ |  | A I  A I  A I |
| **OTHER** |  |  |  |

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

**DATE: August 2017**