

PERSON SPECIFICATION

C63 – ICT & Business Transformation Manager

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to demonstrate high level leadership (including team development, communication skills, motivational skills).	E	1,3
Personal Skills	Ability to be self motivated and handle a large and varied personal workload.	E	1,3
Personal Skills	Presentation skills, to all groups of staff, senior management/Director level and members.	E	1,3
Personal Skills	Performance management skills.	E	1,3
Personal Skills	Negotiation skills, with managers, staff and Third Parties	E	1,3
Personal Skills	To be self motivated, confident and capable of working alone.	E	1,3
Personal Skills	To be diplomatic and approachable.	E	1,3
Personal Skills	To be creative and entrepreneurial within the constraints of public accountability and statutory limitations.	E	1,3
Personal Skills	Business skills (including financial management, sales, marketing, analysis, contracts etc.).	E	1,3
Personal Skills	Developing ICT strategies	E	1,3
Personal Skills	Ability to develop business plans, charging and service level agreements within a Local Authority environment.	E	1,3
Personal Skills	To be able to deliver clear targets and outputs within a complex organisational and political environment.	E	1,3
Personal Skills	Ability to influence senior managers and Members and negotiate internally with customers.	E	1,3
Experience	Proven track record of ICT Management.	E	1,3
Experience	Presenting complex IT/technical arguments and reports in ways which are capable of being comprehended by non-technical audience.	E	1,3
Experience	Project and Programme Management.	E	1,3
Experience	Significant experience of managing integrated ICT function at a senior level within a complex organisation and financial management including control of a business area/function at a senior level.	E	1,3
Experience	Experience of managing and resolving employee relations problems.	E	1,3
Experience	Extensive experience of managing multi skilled and disciplined teams.	E	1,3
Attainments / Qualifications	Graduate level qualification required (or equivalent higher education).	E	1,3
Attainments / Qualifications	ITIL Qualification	E	1,3

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Attainments / Qualifications	Prince2 Qualification	E	1,3
Attainments / Qualifications	Management Qualification	E	1,3
Attainments / Qualifications	Membership of a professional body (Socitm / BCS)	D	1,3
Knowledge	Awareness of the pressures and changes affecting Local Government in general and Local Government ICT services in particular .	E	1,3
Knowledge	Detailed understanding of ICT industry trends the criteria for evaluating technology changes and strategic changes in the IS/IT market place.	E	1,3
Knowledge	An understanding of modern management methods and theory.	E	1,3
Knowledge	Understanding of Local Authority finance.	E	1,3
Knowledge	Understanding of IT procurement process within the context of European legislation.	E	1,3
Knowledge	Understanding of the contracting process and contract letting.	E	1,3
Equality and Diversity	A thorough understanding of equality issues affecting both employment and practices and service provision.	E	1,3
Special Requirements	Must be willing to work outside normal office hours.	E	1,3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

