TYNE AND WEAR FIRE AND RESCUE SERVICE

**PERSON SPECIFICATION**

**ICT COORDINATOR (FIXED TERM CONTRACT)**

| **CRITERIA** | **ESSENTIAL** | **MEASURE** |
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| **EDUCATION/ QUALIFICATIONS** | OHC/HNC, equivalent computer orientated qualification or relevant experienceAppropriate Microsoft qualifications (or working towards) for the role | AF/CAF/C |
| **EXPERIENCE** | Able to work unsupervisedExcellent working knowledge of Microsoft Office and e-mail systemsGood working knowledge of Microsoft server and back office systemsA good working understanding of computer networks and the components that make up an ICT infrastructure  | AF/I IAF/AC/IAF/I/AC  |
| **SKILLS/****KNOWLEDGE/ APTITUDE** | Analyse and interpret data and information, reporting as appropriateAbility to install and configure hardware and softwareWorking knowledge of hardware fault assessments and be able to monitor trends/developments, as appropriateMust have a clear understanding for the requirement to record all work done on any equipment and softwareUndertake a variety of administrative tasksAble to display excellent interpersonal skills to enable liaison at all levels both within the Fire Service and with outside bodies at various levels.Ability to prioritise own workload to meet tight deadlines and targets Able to work on own initiative and as part of a team Knowledge of health and safety and diversity and equality | AF/I/ACAC/I AF/IAF IAF/ACIAF/IAC/I II |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings.Must be able to meet the travel requirements of the role | AF/IAF/I |

**MEASURE:**

AF - Application Form

AC - Assessment Centre

I - Interview

C - Certificates