TYNE AND WEAR FIRE AND RESCUE SERVICE

**PERSON SPECIFICATION**

**ICT COORDINATOR (FIXED TERM CONTRACT)**

| **CRITERIA** | **ESSENTIAL** | **MEASURE** |
| --- | --- | --- |
| **EDUCATION/ QUALIFICATIONS** | OHC/HNC, equivalent computer orientated qualification or relevant experience  Appropriate Microsoft qualifications (or working towards) for the role | AF/C  AF/C |
| **EXPERIENCE** | Able to work unsupervised  Excellent working knowledge of Microsoft Office and e-mail systems  Good working knowledge of Microsoft server and back office systems  A good working understanding of computer networks and the components that make up an ICT infrastructure | AF/I  I  AF/AC/I  AF/I/AC |
| **SKILLS/**  **KNOWLEDGE/ APTITUDE** | Analyse and interpret data and information, reporting as appropriate  Ability to install and configure hardware and software  Working knowledge of hardware fault assessments and be able to monitor trends/developments, as appropriate  Must have a clear understanding for the requirement to record all work done on any equipment and software  Undertake a variety of administrative tasks  Able 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/AC  AC/I  AF/I  AF I  AF/AC  I  AF/I  AC/I  I  I |
| **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/I  AF/I |

**MEASURE:**

AF - Application Form

AC - Assessment Centre

I - Interview

C - Certificates