# **PERSON SPECIFICATION:** Senior Information Officer **POST REFERENCE:101401**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Educational/vocational/ occupational qualifications and/or training****Specific qualifications (or equivalents)** | Educated to graduate level relevant to the job or have a combination of formal off the job training plus relevant experience (f) | Project management training (F).  |
| **Work or other relevant experience** | Experience in Management Information / IT. (F)Responsibility for completion of complex statistical returns (F).Recent experience in producing routine and ad-hoc reports for managers (I). Use & analysis of large and complex database/ information systems, including business intelligence approach (I, F). Experience of working in a team, as well as working in multi-agency environments (I). | Knowledge of CareFirst and Controcc systems (F / I).Social Services experience (F). Experience of completing central government returns/complex statistical returns (F / I). |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| **Skills, abilities, knowledge and competencies** | IT Skills, e.g. oracle based/SQL, Excel analysis including pivot tables and advanced calculations (F / I). Problem solving/analytical ability (F, I).Project management working style & meeting deadlines (F / I).Numerical ability& logical approach to work (I). Excellent communication skills - both verbal and written (F / I). Organisation of own workload (I).  | Negotiating skills (F).Presentations to senior management teams (I).  |
| **General****competencies** | Competent at explaining complex instructions in a clear and concise way (I).  | Ability to handle difficult people and contentious situations (I).  |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.