

HAMBLETON DISTRICT COUNCIL

ICT SECTION

JOB DESCRIPTION

POST TITLE:	ICT Development Analyst
DIRECTORATE:	Finance
SALARY GRADE:	Grade 10
RESPONSIBLE TO:	ICT Senior Business Analyst
RESPONSIBLE FOR:	ICT development

JOB PURPOSE

Responsible for the implementation, operation, support and continuing development of the Council's ICT systems and related infrastructure.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Be part of a team of ICT professionals providing technical implementations, effective delivery, support and ongoing development of a variety of ICT business applications. Including related activities such as the provision of disaster recovery arrangements, web form development, help desk response and integration.
2. Ensure that service objectives are achieved and corporate and local standards are developed and maintained. Participate in the project management process to achieve those objectives.
3. Provide input into work plans, strategies, policies and standards, which link with the ICT's business plan and ensure that best practise is followed and efficiency savings identified, e.g. software development strategies, change controls, disaster recovery, business continuity, backup regimes, operational procedures and system testing strategies.
4. Liaise with departments for ICT issues and participate in system development groups, and officer working groups. Cultivate good customer relations with departmental representatives and contribute to the creation of project business cases.
5. Be knowledgeable about initiatives affecting clients and be a key player in the progression of these initiatives.
6. Participate in the project management, procurement, selection and implementation of new system or system enhancements. Using the corporate project management methodologies and ensuring work is completed within budget constraints and timescales. Identify any training needs that arise from the project planning and organise courses from third parties if required.

7. Provide advice to departments about ICT systems, and procure new systems and software packages. Liaise and supervise client testing procedures during the upgrade or installation of systems. Identify client training requirements that may result from upgrades or new systems.
8. Participate in the Service Desk and operations functions of the Section and ensure that all requests for assistance are dealt with promptly.
9. Be willing to act as Key Contact in the event of ICT Business Continuity Plan being invoked outside office hours.
10. Carry out duties as an employee in line with the Council's Diversity Policy, Race Equality Scheme, Data Protection Act, and Freedom of Information Act.
11. Comply with health and safety policy and systems, report any incidents/accidents/hazards, and take pro-active approach to health and safety matters in order to protect both yourself and others.
12. Any other duties of a similar nature related to this post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COUNCIL POLICIES.

CORPORATE RESPONSIBILITIES

- To comply with the requirements of Health and Safety legislation, including HDC's Policy & Procedure
- To comply with the requirements of Data Protection legislation, maintaining confidentiality at all times
- To comply with the Council's commitment to Equality and Diversity
- To comply with all policies and procedures of HDC relevant to the role
- To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council
- To undertake other duties relevant to and commensurate with the pay grade of the post
- To comply with and work to the spirit of the Organisational Values – see list below

ORGANISATIONAL VALUES

- **OPEN** – honest and transparent in the provision of our services to the community
- **RESPONSIBLE** – and accountable for our actions as individuals and as an organisation
- **CUSTOMER FOCUSED** – and committed to providing and improving upon a high quality, customer focused service
- **FAIR** – to all on an equal basis
- **RESPECTFUL** – and value our work colleagues and stakeholders

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