 Job Description and Person Specification

**Digital Development Officer: Grade F**

**Job Description**

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| Role Title | **Digital Development Officer** | Reporting to | **ICT Innovation Manager** |
| Location | **Training & Administration Hub** | Role/Grade | **Grade F** |

**Purpose of the Job**

The purpose of this job is to contribute to the development of new digital systems which are innovative, resilient and aligned with the business objectives of the organisation.

**Key Duties and Responsibilities**

**Corporate**

* 1. To create a positive working environment by promoting the Brigade’s values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing

1.2 To ensure individual and team continuous development to improve personal and organisational performance

1.3 To attend external forums or working groups as required and network with peers to capture/share learning and good practice

1.4 To ensure compliance with the Data Protection Regulations

1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure

1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

**Functional**

* 1. **To assist the Senior Head of Assets and the ICT Innovation Manager, contributing towards:**
* ICT Project Management
* Information Governance (Information Compliance, Assurance and Security)
  1. **To contribute to maintain and deliver the following** **ICT Services on a day-to-day basis:**
* **Digital Development:** 
  + Undertake digital information systems analysis, design, development, maintenance and administration
  1. **To keep current with the latest technology advances and industry developments and trends.**

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**Role Map**

In addition to the general qualities required of a function manager, the post holder is subject to some aspect of the Fire and Rescue Service Middle Manager Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

* WM1: lead the work of teams and individuals
* WM2: maintain activities to meet requirements
* WM3: manage information for action
* WM4: take responsibility for effective performance
* WM5: support the development of teams and individuals
* WM6: investigate and report on events to inform future practice
* WM9: support the efficient use of resources

**Values and Behaviours**

The Authority’s ‘PRIDE’ values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade’s application pack; if this is not the case please contact the Brigade’s Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

**Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the ‘Blue Work Wear Uniform’ as set out in the Brigade’s Dress and Appearance Policy.

**Person Specification**

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| --- | --- | --- |
| **Category** | **Criteria** | **Measure** |
| **Qualifications**  **Competences** | * Relevant professional/vocational qualifications (D) * Member of a relevant professional body (D) | AF/C  AF |
| **Experience** | * Innovative use of technology to improve organisational efficiency and effectiveness (E) * Evidence of supervising ICT projects (E) * Developing and maintaining digital platforms and applications (E) * Practical experience of programming languages (E) * Python (D) * Java (D) * Javascript (D) * PHP (D) * C# (D) * Practical experience of SQL databases (D) * Production of qualitative and quantitative reports (D) * Evidence of effective contribution to organisational objectives particularly within equality, diversity and inclusion; personal values and behaviours (E) | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills, Knowledge and Aptitudes** | * Forward thinking, innovative (E) * Exceptional interpersonal skills (E) * Leadership skills to engage, influence, enable and motivate others (E) * Effective communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations both orally and in writing (E) * Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E) * Well-developed analytical skills with a proactive approach to problem identification and solving including complex management issues (E) * Strong commitment to learning and development to improve personal, team and organisational effectiveness (E) * A high degree of personal integrity (E) * Enthusiastic (E) * Prepared to work flexibly (E) | AF/I  AF/I  AF/I  AF  AF/I  AF/I  AF/I  I  AF/I  I |
| **Other** | * Good health and attendance record (E) * Ability to meet the Service’s medical requirements (E) * A full current driving licence or access to means of mobility support (E) | AF/R  Medical  AF/C |

**Key Criteria**

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate