Person Specification
Programme Officer (IT Infrastructure and Digital Transformation)

Part A
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential
1. Experience of working across multiple teams in a business support or IT orientated role.
2. A track record of successfully working on projects and programmes, ensuring delivery targets are met in line with agreed timescales in a fast-paced environment.
3. Demonstrable experience of building and maintaining positive, collaborative working relationships with colleagues and partners.
4. Experience of managing information systems and processes which support operational delivery.
5. An eye for detail with an ability to analyse and synthesis different sources of information and produce clear conclusions for a range of audiences.
6. A proactive problem solver with an ability to identify opportunities to utilise digital technologies to support teams and the organisation achieve their objectives through a process of continuous improvement.
7. An ability to manage own workload to planned timescales, amid competing demands.
8. Good digital literacy and an awareness of trends in technology.

Desirable
9. Experience of Microsoft products and Microsoft Power Platforms.

What we look for: The North of Tyne Combined Authority are a diverse organisation. We don't need you to have a degree because we welcome the different life experiences our team bring to work. We don't need you to have physical 'abilities' because we support each other. We prefer variety in our work and our colleagues. We anticipate you'll have caring responsibilities of some kind, that you'll value your independence and our flexibility and you'll want to care more about how we change lives than anything else.

Part B
In addition to seeking further evidence on the above criteria, the following will also be explored at the interview stage:
1. Organisational and communication skills
2. Approach to idea generation including creative thinking and problem solving using technology
3. Approach to project management
4. Approach to working collaboratively as part of a team
5. Approach to presenting information
6. Approach prioritisation of tasks and managing competing demands and time pressures