**Person Specification**

**Job title: System Compliance Officer**

Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.

Each listed requirement will state how it will be assessed e.g. application form, interview, work-based test and certificate.

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | IT qualification to HND level or above. | Application form / interview |
| **Experience** | Good Analytical skills, with the ability to develop knowledge and think “outside of the box”. | Application form / interview |
| Critical thinking and problem solving. | Application form / interview |
| Experience of working in an ICT environment and working with databases / systems with current relevant knowledge of using SQL or similar. | Application form / interview |
| Able to work as part of a team. | Application form / interview |
| Able to use and understand numerical information in a variety of formats. | Application form / interview |
| Proven ability to extract relevant information from written sources and make objective judgements based on that information. (Reports, correspondence, instructions, and research information). | Application form / interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Able to provide advice, guidance, and training on all the electronic systems used by the Fleet department. | Application form / interview |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities. | Application form / interview |
| Compliance with health and safety rules, regulations, and legislation. | Application form / interview |
| Ability to comply with the Councils values of:   * We innovate. * We enable. * We respect. | Application form / interview |
| Work outside of normal working hours to meet the needs of the service, including evenings and/or weekends. Bank holidays. | Application form / interview |
| Meet the travel requirements of the post | Application form / interview |

Author Ian Bell

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