

Business Systems Development Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Demonstrate a comprehensive understanding of revenues and benefits
2. Implement and maintain online business portals
3. Work accurately under pressure and use own initiative to plan, manage and prioritise conflicting demands and workloads to ensure tasks are completed accurately, within prescribed timescales
4. Demonstrate a proven track record of developing and maintaining positive working relationships with colleagues and stakeholders, both internal and external
5. Working within a revenues and benefits systems environment
6. Experience of analysing complex system information and data to develop solutions to improve service delivery
7. Experience of contributing to continual process improvement to deliver efficiency
8. Demonstrate an understanding of the Council's Equalities policy

Desirable

- Experience Civica DMS, Civica and/or Capita payment engine, Achieve forms, service portals and website development
- Research, develop, model and implement business technology solutions to improve service delivery and reduce cost

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?