LONDON BOROUGH OF BRENT

PERSON SPECIFICATION

Service Area: Finance & Corporate Resources Department

Unit   Information Technology Unit

Post Title   Head of Information Technology   Grade   Hay

Please Note. All criteria are essential. The successful candidate must satisfy all of the criteria. Shortlisting will be on the basis of the criteria indicated in the 'Application Form' Column.

	Method of Assessment		
	Application Form	Interview	Test
Education, Training & Qualifications			
Degree standard	X	X	
Knowledge & Experience			
Minimum of 10 years ICT experience with at least 5 years senior management experience	X	X	
Excellent all round technical experience and knowledge across the range of standards, hardware, operating systems, applications architecture, technical architectures, voice and data telecommunications, security, support and operations and their implications in a business environment	X	X	X
Significant and successful experience in leading, managing and developing an IT service function in a large organisation including effective performance management.	X	X	
Significant public sector experience and an understanding of local government practices, procedures, scope and constraints.	X	X	
A track record of understanding of the corporate goals and objectives of an organisation and translating these into IT & e-government strategies and plans.	X	X	
Successful experience of managing staff and leading change in a multidisciplinary and multi-cultural setting.	X	X	
A track record of successful sponsorship/management of major IT projects	X	X	
Experience in developing both team and partnership working with internal and external organisations, developing a climate of enthusiasm and co-operation.	X	X	X
Experience of budget planning and management for a large organisation	X	X	X
Experience of supplier management, from supplier selection through procurement and related statutory requirements, to development and ongoing operation.	X	X	

Understanding and knowledge of the significance and context of IT standards including security and risk management.	X	X	
Skills & Abilities			
Strategic IT planning and management skills	X	X	
Excellent collaborative working skills	X	X	
Strong customer service skills and commitment	X	X	
Financial Skills			
A good understanding of the financial significance of the job. Ability to understand, analyse and draw correct conclusions from numerical and statistical data	X	X	X
Ability to set budgets, monitor and forecast and adhere to set budgets by corrective action..	X	X	X
Planning & Organising			
Ability to plan in advance - prioritise, organise, schedule and monitor plans.		X	X
Ability to co-ordinate and develop strategic planning and performance management across the service.	X	X	
Decision Making			
Ability to make sound and timely decisions, take initiatives, and initiate action. Ability to weigh up a situation and take or recommend a course of action after considering the benefits as well as the problems.		X	X
Communication			
Able to think and communicate strategically		X	X
Ability to communicate effectively, persuasively and enthusiastically with a wide range of audiences through :- (Expresses information, thoughts and ideas fluently and concisely.)			
(a) oral and		X	X
(b) written communication	X		X
Equal Opportunities / Diversity			
Understanding of the issues in relating to diversity, equal opportunities and delivering an excellent service. (including a commitment to Brent's Equal Opportunity and Diversity Policies.)	X	X	
Customer Care			
Understanding of the importance of customer care in service provision and a commitment to Brent's Customer Care policy	X	X	

- *Relevant boxes are to be ticked to show how each criteria is to be assessed.*