**SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Directorate:** Place and Prosperity | **Service:** Housing | **Job Title:**  Asset Data & Information Technology Systems Officer |

**Qualifications, Professional Membership, Technical Skills**

| **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| --- | --- | --- |
| Experience of supervising systems to collect, maintain, and interpret stock condition survey information. |  | Application Form |
| Experience of managing property and asset data to inform projects, programmes of work. |  | Application Form  Interview |
| Educated to at least A Level standard, or Foundation Prince 2 qualified. | Working knowledge of Prince 2 or similar project management methodology. | Application Form  Interview |
| Good working knowledge and ability in computer skills including Microsoft Word and Excel. | Evidence of continuing personal development in terms of IT technology and applications. | Application Form  Interview |
| Strong organisational and administrative skills in relation to arranging workshops, meetings and project tasks during busy times with conflicts for resources. |  | Application form  Interview |
| Ability to understand the wider organisation and impact of assigned projects. |  | Application Form  Interview |
| Proven track record of monitoring budgets and reporting on finances. |  | Application Form  Interview |
| Ability to manage conflicting demands, resolve issues and meet agreed targets and deadlines. |  | Application Form  Interview |
| Must be computer literate and be able to demonstrate excellent skills within Microsoft Office. |  | Application Form  Interview |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competency** | **Level** | **Essential** | **Desirable** | **How Assessed** |
| Achieving Results | 3 | Makes changes in systems or processes to improve performance of self &/or team.  Uses feedback and review to improve personal and team performance.  Contributes towards service improvement.  Identifies and addresses the causes of underperformance. |  | Application Form  Interview |
| Communication | 2 | Is sensitive to the communication needs of others.  Correctly interprets non-verbal messages.  Asks probing questions and listens attentively.  Produces good quality written communication using standard formats.  Ensures accuracy of messages and communications.  Clearly presents information or provides explanations so that it is easily understood by others. |  | Application Form  Interview |
| Creative Thinking | 2 | Sees patterns, trends and missing pieces  Questions conventional ways of doing things.  Uses new information to offer realistic alternatives.  Actively contributes ideas and creative thinking |  | Application Form  Interview |
| Customer Focus | 2 | Demonstrates a strong desire to understand and meet the needs of customers.  Is able to identify the customer’s underlying issues.  Provides high standards of customer service to both internal and external customers.  Takes ownership & personal responsibility for solving customer problems. |  | Application Form  Interview |
| Decision Making and Problem Solving | 3 | Is able to deal with complicated problems in a logical and structured manner.  Identifies cause and effect.  Seeks imaginative & innovative solutions to a range of problems. |  |  |
| Making Change Work | 2 | Understands and explains the reason for change.  Recognises that others may have concerns and works with them to overcome these.  Creates a willingness to achieve outcomes.  Proactively supports new ideas and initiatives. |  | Application Form  Interview |
| Managing Resources, Projects and Processes | 3 | Develops approaches and methods to ensure that tasks are completed accurately.  Works to meet short and medium term priorities.  Allocates tasks and delegates effectively, assigning appropriate resources |  | Application Form  Interview |
| Organisational Awareness and Commitment | 2 | Understands the informal structures of the Council, recognising key staff, decision makers and those in positions of influence.  Promotes and enhances the reputation of the Council with customers and external bodies. |  | Application Form  Interview |
| Personal Impact | 2 | Influences outcomes by expressing own view confidently and assertively.  Strives to do any task as well as possible. |  | Application Form  Interview |
| Working Relationships | 2 | Strengthen relationships through building a solid foundation of mutual understanding and trust.  Proactively supports colleagues.  Displays willingness to learn from others, including own team members and peers.  Speaks of team members in positive terms, either to the team member directly or to a third party.  Resolves conflict and does not avoid difficult issues. |  | Application Form  Interview |
| Equal Opportunities and Fairness |  | Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment. |  | Application Form  Interview |

**Date issued: January 2025**

**Issued by: Head of Housing**