![Basingstoke and Deane logo]

Job Title	IT Applications System Administrator	Job Number	
Business Unit	Corporate Services	Location	Civic Offices
Completed By	Senior Delivery Manager (IT)	Date	Feb 2021

Criteria	Indicate by ✓ Essential	Desirable	Measured By
Qualifications and Experience Academic, technical and professional			
• Five GCSE Grades at level A*-C including English Language and Mathematics, or equivalent experience	✓		Application
• HND or Degree in technology subject, or equivalent experience		✓	Application
Work Experience & Attainments Previous work experience relevant to the job			
• Proven track record of working with Microsoft Technologies	✓		Application, Interview and Competency Test
• Proven track record of working with Local Government systems and those within role responsibilities	✓		Application, Interview and Competency Test
• Experience of complex IT systems	✓		Application and Interview
• Experience of managing a relationship with third parties for development, implementation and maintenance of systems		✓	Application and Interview
• Experience of working under pressure and adhering to established deadlines	✓		Application and Interview
• Experience of producing and delivering technical documentation, training, and workshops to system users with supporting material		✓	Application and Interview
Skills and Competencies Specific skills and competencies relevant to the role			
Communication/Presentation Skills Able to communicate information and ideas clearly and accurately, both in oral and written form	✓		Application and Interview
Planning and Organisation Achieves results in quality, in a timely and cost effective way. Sets priorities and plans, monitors progress	✓		Application and Interview
Team Working Participates and co-operates with team	✓		Application and Interview

Criteria	Indicate by ✓		Measured By
	Essential	**Desirable**	
Innovation and Continuous Improvement Able to be innovative with developments, processes or solutions and ensure that all outcomes are subject to continuous improvement	✓		Application and Interview
Managing and Developing Self Able to identify and promote own strengths whilst recommending areas for improvement where required	✓		Application and Interview
PC/Computer Literacy			
• Excellent computer literacy and familiar with Microsoft desktop applications	✓		Application, Interview and Competency Test
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
• Ability to work on own initiative and take responsibility where required	✓		Application and Interview