

**Home Connections  
Person Specification**

Name of Applicant:	Job Title: <b>Information Systems Manager</b>
£38,000-40,000 (dependent on qualifications and experience) plus up to 15% PRP bonus	Section: <b>Home Connections</b>

Criteria / Essential Requirements (Applicants should provide evidence of their ability to meet the following:)	Assessment Method	
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<p><u>Experience &amp; Qualifications</u></p> <ol style="list-style-type: none"> <li>1. Educated to degree level in an appropriate subject <i>Desirable</i></li> <li>2. Previous experience of managing web-based transactional information systems <i>Essential</i>.</li> <li>3. Experience of managing third party software development teams <i>Essential</i> (experience of managing offshore development teams would be an advantage).</li> <li>4. Experience of managing multi-channel ICT systems. <i>Essential</i></li> <li>5. Experience of managing multiple complex data transfer and integration routines using various formats and protocols, for example XML, csv and vsFTP and Web Services <i>Essential</i></li> <li>6. Experience of managing business continuity planning and implementing resulting plans. <i>Essential</i></li> <li>7. Experience of managing small and large projects (minimum value of £100,000) using a named structured project management methodology such as Prince2. <i>Essential</i></li> <li>8. Experience of managing a small helpdesk and experience of staff management. <i>Essential</i></li> </ol>		

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**Skills, Abilities and Knowledge**

9. Practical understanding of the benefits of deploying open source software.  
*Essential*
10. Knowledge of Open Source and supported open source technologies such as Java/J2EE, RedHat/Linux, JBOSS Application Platform, Apache, Tomcat, Service Oriented Architecture (SOA), EJB/Hibernate, JSP, XSL, XSLT, XML, Enterprise DB, Pentaho Business Intelligence Reporting etc.  
*(Knowledge of some of these technologies is Essential)*
11. Ability to design and update system documentation to meet business and user requirements. *Essential*
12. Ability to ensure delivery of websites to WC3 level I and II accessibility standards and knowledge of best practice for web usability. *Essential*
13. Ability to apply and manage information security procedures. *Essential*
14. Ability to carry out business analysis with end-users in order to produce detailed and well-written functional specifications that can be used as the basis for software development.  
*Essential*
15. Ability to develop ICT strategies for future development based on a good understanding of emerging technologies and market trends.  
*Essential*
16. Ability to develop strategies for providing sufficient infrastructure capacity to meet business needs.  
*Essential*
17. Ability to manage data protection requirements and update policies.  
*Essential*

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| <p>18. Competent in using all MS Office applications, particularly MS Project and MS Excel to create the project management tools required. <i>Essential</i></p> <p>19. Ability to inspire, manage and monitor project team members, suppliers and partners and maintain enthusiasm through the course of the project. <i>Essential</i></p> <p>20. Excellent communication and presentation skills, e.g. ability to speak clearly at meetings and conferences; high quality English language writing skills in order to write good quality reports; ability to clearly articulate the project requirements in all your communications. <i>Essential</i></p> <p>21. Ability to establish excellent working relationships with all stakeholders, and proven ability to negotiate on cost and quality with suppliers. <i>Essential</i></p> <p>22. Commitment to Home Connection's equal opportunities policies relating to service delivery and employment. <i>Essential</i></p> <p>23. Sound understanding of Health and Safety issues.</p> |  |  |  |
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