

CAREER GRADE

Department: Corporate Services

Service: ICT

Post Title: ICT Analyst (Career Grade)

Post Number: A00477 & A03955

Career Grade as seen in Conditions of Service

CAREER GRADED: Grade I to Grade J to Grade K. Progression through the grade is as follows:

Grade	Education and Experience Progression	Duty and Responsibility Progression
I	Three years' experience within ICT.	At this level of the role, the post holder will act in the areas mentioned in the Job Profile, working within policy and procedure with guidance from more experienced Analysts where necessary.
	Possession of an HNC, or equivalent in a relevant technical subject.	The post holder will provide ITIL third line ICT support services and will ensure that Council ICT networks operate effectively and reliably, and to ensure that corporate standards are complied with; particularly regarding network security, backups and disaster recovery.
		The post holder will project manage small technical projects and will work as part of wider ICT project teams to install and implement hardware, and software systems.
		The post holder will carry out these duties amongst others, to professional standards of best practice and in compliance with all Council and ICT policies and procedures.
J	Three years relevant ICT experience, including project management.	The post holder will require to demonstrate increased confidence and competency in all key areas highlighted in the Job Profile, with the post holder's responsibility increasing in regards to specific tasks to include:-
	Experience of project management for ICT system projects.	• Project Management of complex ICT projects using the PRINCE 2 project methodology.

	Educated to Ordinary Degree level in a relevant subject area. OR Have advanced technical or professional qualifications such as Microsoft Certified Systems Engineer (MCSE)	• Maintaining and supervising project budgets – responsible for monitoring project budgets up to £100,000. • Supervision of project team members, and allocation of appropriate work packages. • Support and maintenance of existing ICT systems. • Implementation of computer systems, user procedures and standards documentation. • Recommending changes to ICT policy for the Council through the ICT Management Board. • Apply systems analysis & design to ensure that procured systems are complying with all procedures, policies and regulations of the ICT Service and the Council.
K	Five years relevant ICT experience, with extensive project management experience. Experience of all aspects of project management and experience implementing complex ICT system projects Experience and ability to motivate staff and lead a team. Educated to Honours Degree level or equivalent in a relevant subject area. OR Educated to Ordinary Degree level or equivalent in a	The post holder will require to demonstrate additional increased confidence and competency in all key areas highlighted in the Job Profile, with the post holder's responsibility increasing in regards to specific tasks to include in addition to previous tasks:- ▪ Project Management of all aspects of large and often very complex ICT projects using the PRINCE 2 project methodology, which includes the following: ▪ Maintaining and supervising the budget – responsible for monitoring project budgets up to £500,000. ▪ Management, support and maintenance of existing ICT systems. Including investigating and resolving complex problems encountered by users.

relevant subject area AND
have advanced technical or
professional qualifications
such as Microsoft Certified
Systems Engineer (MCSE)

- Providing On-call cover on a rota basis

If performance is not satisfactory, then subject to the right of appeal, the award of an increment may be withheld.