



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description: L40a

Senior Systems Analyst

Main Purpose of Job

To be responsible for delivering key elements of the ICT service, reporting directly to the Team Manager. Designing, developing, implementing and maintaining appropriate solutions for the Council's goals.

Main Duties

1. Responsible for the daily management of critical ICT systems, physical resources/servers and systems that underpin core service delivery and ensure efficient and effective working to meet the requirements of the business.
2. Responsible for the support, maintenance, security and development of large scale ICT systems and services, including research, planning, analysis, design, programming, testing, documenting and implementing complex solutions and advising on their strategic direction.
3. Manage ICT projects, monitoring progress, supervising and influencing other members of the team and determining activities and priorities to facilitate their successful delivery on time. Specifying and procuring ad-hoc items within project's budget.
4. Act as the senior lead Officer for regular contact with other Service areas, ICT Suppliers and external Customers; working proactively with them to analyse complex business requirements. Innovate, design and specify appropriate ICT solutions for the Council's priority goals and aspirations.
5. Support the Team Manager in leading a team of ICT professionals, supervising, motivating, advising and mentoring as necessary.
6. Responsible for Continuous Professional Development (CPD) in own specialist / professional area in order to remain abreast of technological developments, local and national issues and relevant legislation.
7. Deputise for the Team Manager in their absence.
8. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Person Specification

Senior Systems Analyst

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-----------------------------|--|---|--------------------------------|
| Qualifications | Degree and three years experience of technical and organisational knowledge of specific IT systems field e.g. MCP, MCSE, CISCOCCNA | Evidence of continuing professional development | Application form |
| Relevant experience | <p>At least 3 years post graduate experience working at a senior level within a broad based ICT environment</p> <p>Evidence of effective project management</p> <p>Proven ability to use technology effectively in day to day work</p> <p>Considerable proven experience of successfully developing and implementing effective ICT solutions</p> | Experience of successfully supervising and motivating employees and enabling them to deliver to their full potential. | Application form and interview |
| Specialist knowledge | <p>Proven level of expertise and specialist knowledge within their particular field</p> <p>Up to date knowledge of technical and procedural developments in relevant field</p> <p>Experience of providing and maintaining a secure and reliable ICT systems</p> <p>Up to date knowledge of technological development, local and national issues including relevant legislation</p> | | Application form and interview |

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| <p>Personal skills</p> | <p>Ability to persuade, motivate, mentoring, advising and negotiate with others</p> <p>Good verbal and written communication skills</p> <p>Able to give advice and guidance on specific ICT issues to individuals who process varying levels of ICT skills</p> <p>Ability to work well within and across teams, whilst still being able to use own initiative</p> <p>Able to work under pressure and to tight deadlines to achieve positive outcomes</p> <p>Creative and innovative approach to problem solving</p> <p>Responds well to new situations and shifting priorities</p> <p>Exhibits empathy, fairness, professionalism and integrity</p> | <p>Managing and maintaining budgets</p> | <p>Application form and interview</p> |
| <p>Special working conditions</p> | <p>Willing to provide occasional out of hours support of the service</p> <p>Be prepared to undertake extra duties when the Team Manager is absent</p> <p>Act as nominated officer to work with other services, suppliers and ICT teams</p> <p>A basic disclosure from Disclosure Scotland is required for this post.</p> | | <p>Application form and interview</p> |