

PERSON SPECIFICATION

Job Title	Senior IT Security & Infrastructure Officer	Job Number	
Business Unit	Corporate Services	Location	Civic Offices
Completed By	Head of IT & Digital Transformation	Date	29/04/2022

Criteria (insert/delete rows as required)	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• A Levels at least one in technology subject or equivalent	✓		Application, Interview, certificates
• Up to date Microsoft qualifications in server technologies (MCSA, MCTS, MCSE)	✓		Application, Interview, certificates
• Up to date industry recognised Information / Cybersecurity qualification such as CASP+, CISM, CISP or CISSP	✓		Application, Interview, certificates
• An up to date CCNA Qualification or equivalent (e.g. CompTIA Network+)	✓		Application, Interview, certificates
Work Experience & Attainments Previous work experience relevant to the job			
• Proven experience of at least two of the following <ul style="list-style-type: none">• CISCO Network environment• HP Network environment• Microsoft Server Environment including Windows 2008 up to 2019 Server and Active Directory• Microsoft Exchange Server• Microsoft Teams and Office365• Microsoft Azure	✓		Application and/or Interview
• Proven recent experience of infrastructure implementation and support in a large complex organisation	✓		Application and/or Interview
• Experience of complex IT infrastructure and systems	✓		Application and/or Interview
• Proven experience in managing IT and Information Security related projects and activities	✓		Application and/or Interview
• Experience of managing and developing security platforms and solutions such as SIEM		✓	Application and/or Interview
• Experience of managing compliance with PCI DSS and PSN		✓	Application and/or Interview

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Experience of enterprise solutions such as SAN, Data Backup/Restore 	✓		Application and/or Interview
<ul style="list-style-type: none"> Experience of VDI solutions including Citrix/Terminal Service Environments 		✓	Application and/or Interview
Skills and Competencies Select specific skills and competencies relevant to the role from the list below			
<ul style="list-style-type: none"> Planning & Organisation Achieves results in quality, in a timely and cost effective way. Sets priorities and plans, monitors progress 	✓		Application and/or Interview
<ul style="list-style-type: none"> Team Working Can get things done through others. Participates and co-operates with team 	✓		Application and/or Interview
<ul style="list-style-type: none"> Quality and consistency Can produce good quality documentation and adheres to the agreed standards 	✓		Application and/or Interview
<ul style="list-style-type: none"> Positively influencing and partnering Acts as a trusted advisor for other services, seeking the best outcome for the council and is capable of understanding the bigger picture beyond technology 	✓		Application and/or Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> 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			
<ul style="list-style-type: none"> Ability to work on own initiative and take responsibility where required 	✓		Application and Interview
<ul style="list-style-type: none"> Ability to take part in out of hours work or standby/on call rota 	✓		Application and Interview
<ul style="list-style-type: none"> Ability to be on-site within 1 hour for standby/on call and Disaster Recovery purpose 	✓		Plotting route on Bing Maps and recording outcome OR test run
<ul style="list-style-type: none"> Car owner with Full Driving License 		✓	Application and Interview

