

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: IT Analyst
Department: Assessor & Electoral Registration Officer
Date Specification Completed: 3 May 2016
Prepared By: Mark Adam

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance	DESIRABLE The attributes of the ideal candidate.
Experience	Hands-on experience in the use of Oracle Database and associated Tools including Oracle Forms and Reports, UNIX and Windows. Experience of writing module specifications, building modules using appropriate technical tools, preparing test data for unit and system testing and preparation of user instructions.	Evidence of attendance at Oracle training courses in relation to both Forms and Reports. Experience with Toad Preparation of system documentation to appropriate documentation standards and adherence to formal quality procedures.
Education & Qualifications	Education to Degree/Diploma standard in Computing or a related discipline, or extensive practical experience.	BSc Degree in Computing Science or similar.
Skills/Abilities (general)	Initiative in undertaking day-to-day duties. An ability to work flexibly as part of a team and to operate with the minimum of supervision. Demonstrable organisational skills and ability to prioritise workloads.	Ability to use MS Office software packages.
Inter-personal & social skills	Ability to communicate effectively, particularly with non-IT personnel.	