



Document type: Example

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Technical analyst – person specification

(V1.1) June 2004

Keywords

[WARP, personnel, staff]

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WARP Technical Analyst

Person Specification

Version <x.x>

EXPERIENCE	Essential/ Desirable	Assessment Method	Notes
1. Previous experience of working in <insert area> ICT	D		
2. General office experience	E		
3. Experience of providing and producing information for internal and external customers.	D		
4. Drafting and commenting on policies and procedures	D		
5. Experience of working effectively without close supervision	E		
6. Arranging meetings, setting up training and exhibitions	D		
7. Strong IT skills, including use of MS Word, web browser and web editing software	E		
8. Experience of Information Security and related issues	E		
9. Experience of developing web pages	D		
10. Ability to set up and develop databases	D		

SPECIAL ABILITIES/APTITUDES	Essential/ Desirable	Assessment Method	Notes
1. Good communication skills in face to face situations and over the telephone	E		
2. Ability to work with professional staff from a wide range of disciplines	E		
3. Ability to gather, collate, design and produce information in an interesting and accessible form	E		
4. Ability to use initiative to find information not available from regular sources	E		
5. Ability to analyse, understand and explain detailed information	E		

6. Ability to analyse and identify work required when carrying out tasks	E		
7. Ability to give accurate attention to detail such as in proof reading	E		
8. Ability to manage large amounts of information by using a database	D		
9. Ability to plan, prioritise and manage own workload	E		
10. Ability to negotiate on work requirements and deadlines	E		

OTHER JOB SPECIFIC REQUIREMENTS	Essential/Desirable	Assessment Method	Notes
1. Commitment to the <insert WARP provider name> Equal Opportunities Policy and acceptance of their responsibility for its practical application	E		
2. To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation, policies and procedures relating to Health and Safety at Work	E		
3. To uphold and comply with the statutory provisions of ICT related legislation and understand personal responsibilities of relevant legislation.	E		

EDUCATION & TRAINING	Essential/Desirable	Assessment Method	Notes
1. Good English (e.g. minimum GCSE at-C or equivalent)	E		
2. Relevant ICT qualifications and training	D		

DISQUALIFYING FACTORS	Notes
Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the <insert WARP provider name> Equal Opportunities Policy.	