MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	ICT System Administrator
LOCATION	Service Headquarters, Carmarthen
POST NUMBER	
GRADE	Grade 9 - This post currently attracts a 10% market supplement, payable in addition to the basic salary, for a period of two years from appointment.
DEPARTMENT	ICT
DBS CHECK	Standard

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	Assessment Method
Qualifications	ICT Industry recognised qualifications	Desirable	Application form and Certificates
	Recognised industry Project Management Qualifications such as Prince II and Agile	Desirable	
	A levels (or equivalent) and/or Degree in an ICT subject	Desirable	
	Full Driving License	**Essential***	
Knowledge	Great understanding of technical terms, ICT hardware and software and contemporary ICT best practices.	**Essential***	Application form and Interview
	Great knowledge and hands-on technical administration and commissioning of Windows Servers (Physical and Virtual – Hyper-V), Enterprise Software, SQL DBA and Cloud/SaaS/IaaS systems	**Essential***	
	Good technical understanding Networking, Infrastructure, Network design, Networking devices	**Essential***	
	Great knowledge of cyber-security, including best practices, effective secure configurations, contemporary security risks and aligning to secure frameworks or standard	**Essential***	
	Great knowledge of Disaster Recovery, Business Continuity, Risk Management, Resiliency and Redundancy	**Essential***	

Experience	Minimum of 5 years in an ICT role At least 3 years experience as administering servers and software (Physical and virtual including On Premise and the Cloud) Delivery of one or more significant ICT projects where you had responsibility for the outcome Experience of using your own ICT ideas to enact organisational change Working, hands-on with configuration of Microsoft systems, including all areas of Microsoft 365 Administration and Azure.	**Essential*** **Essential*** **Essential*** Desirable **Essential***	Application form and Interview
Communication	English verbal and written skills Welsh verbal and written skills Effective communication to management, staff and suppliers especially for ICT Technical terms	**Essential*** Desirable **Essential***	Application form and Interview