

Job Description

Job Title: ICT Project Officer

POSCODE:

Grade: SO1

Overall purpose of the job

To coordinate school ICT projects, providing advice and quotations for all associated products and services procured as part of the project delivery.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Work with Head Teachers, system managers, ICT co-ordinators and other school staff as appropriate to help them identify their ICT requirements, taking responsibility for preparing detailed and costed proposals which will enable informed purchasing decisions to be made by the school.
2.	Work with the school build team to create and design solutions for new build schools, as well as for school expansions and school build projects. Work closely with the school's senior staff, architects and builders to ensure solutions are implemented on time and on budget
3.	Liaise with technical operations colleagues to help ensure that all agreed procurement and installation activities are coordinated in an effective manner to ensure agreed installation schedules are met
4.	Act as the project coordinator for school ICT projects, maintaining project plans and liaising with all internal and external stakeholders, ensuring effective delivery of projects to agreed timescales and budgets
5.	Perform evaluation of products against identified requirements and negotiate with suppliers in accordance with procurement regulations, ICT Service best practice and relevant legislation, to ensure that procurements meet business requirements on the best possible terms
6.	Identify new products and business opportunities researching and analysing sales options
7.	Contribute to the maintenance of The ICT Service product catalogue, keeping prices and details up to date.
8.	Strive to achieve high levels of customer satisfaction across the business. Ensure customer satisfaction is maximised through the actions of the business sales team.
9.	Drive the revenue generation and profitability of the service wherever possible
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to A Level standard or equivalent experience		Essential
Project management qualification		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
ICT experience with a good understanding of modern technologies in a wide range of environments – ideally in schools		Essential
Broad understanding of the installation methods for ICT equipment		Desirable
Skills		
Excellent user requirement analysis skills coupled with an innovative approach to fully exploit the use of ICT to meet the needs of schools and colleges		Essential
Ability to establish and maintain effective working relationships with a wide range of people		Essential
Ability to express complex information and ideas orally and in writing in a manner which is appropriate, logical, well structured, accurate and meaningful to the audience		Essential
Ability to plan and prioritise workloads effectively		Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Able to demonstrate an ability to provide concise and accurate costed ICT proposals based upon user requirements		Desirable
Experience of defining and managing small to medium-sized ICT projects		Desirable

Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.

Disclosure level

What disclosure level is required for this post?	None	

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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