



1. JOB IDENTITY

Post Title:	ICT Solutions Analyst (Grade J)	Service:	Business Services
Section:	ICT	Grade:	Practitioner J
Reports to:	ICT Senior Solutions Analyst		

2. JOB PURPOSE

Play a key role in the design, development and implementation of Council wide business applications. Manage the implementation, amendment and upgrade of existing applications and develop in-house systems where appropriate.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Lead responsibility in at least one applications development specialist area for the design, development, testing and documentation of new and amended ICT business systems and software applications.
- Support the Senior Solutions Analyst in developing critical areas of good practice, procedures and process to ensure delivery of business systems aligned to the strategic aims of the Council.
- Liaise with customers and stakeholders to define system requirements.
- Play a key role in a number of technical applications development specialist areas.
- Design testing scripts and procedures in order to ensure that information systems perform as specified.
- Lead responsibility in a specialist area for the selection and implementation of packaged software to meet defined business needs.
- Maintain and develop a high level of technical competency and knowledge of the ICT business applications environment.
- Maintain high quality business records in relation to all areas of business applications specification, design, testing and implementation, utilising and developing procedures and processes as required demonstrating robust management standards.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- ICT related Degree or equivalent transferrable experience and skills
- Desirable:**
- Systems Analysis qualification
 - CITP



5. EXPERIENCE

- Essential:**
- Significant experience in the management of applications development
- Desirable:**
- Experience of public sector environments
 - Experience in applications development

6. KNOWLEDGE AND SKILLS -

- Essential:**
- Customer focussed with good relationship management, communication and negotiation skills.
 - Working knowledge of applications development techniques
 - Proven technical ability
 - Thorough knowledge of formal Service Management Frameworks (e.g. ITIL, Cobit).

7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	This post does not require a Disclosure Check
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a Flexible post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/