

PERSON SPECIFICATION – IT Manager

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> Degree level ICT academic qualifications but no specific one identified 	<ul style="list-style-type: none"> MCSE, MCSA, CCNA ITIL Prince2 	C.V.
Experience	<ul style="list-style-type: none"> Upgrade & repair of hardware Configuring & installing software Delivery of training on software applications Software development Network Management/security Website development Supporting telephone systems 	<ul style="list-style-type: none"> Previous experience within a legal environment Knowledge of legal case management systems 	C.V. Interview
Skills/Abilities	<ul style="list-style-type: none"> High level knowledge of Windows 10, Windows Server 2012/2016/2019, RDS, Hyper-V, Clustering, Exchange 2016, SQL, Server, network and wireless hardware Project management Budgeting and working cost effectively 	<ul style="list-style-type: none"> Personal work planning and organisational skills- self management Experience of working in a similar role/environment 	C.V. Interview

	<ul style="list-style-type: none"> • Management systems • Excellent communicator and able to work with people. • Strong leadership skills • Able to identify and analyse problems & implement solutions • Good command of written & oral English • People management 		
Aptitude	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment • Ability to think clearly & logically & articulate views • Ability to work under pressure & respond to a crisis • Commitment to the values of the firm • Honesty, tolerance, common sense, energy and sense of humour 		C.V. Interview