

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Chief Executive	SERVICE GROUP: WYPF
POST TITLE: Infrastructure Manager	REPORTS TO: Head of IT
GRADE: P04/5	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

Key Purpose of Post:

To maximise the effectiveness of West Yorkshire Pension Fund's IT by the selection, development, implementation and ongoing enhancement of IT systems in use within the department.

To support users of WYPF's IT systems, both internal and external within our client base, to enable maximum benefit to be extracted from our systems.

To act as WYPF's specialist in the areas covered by this post, and to maintain working knowledge of other specialisations within the IT Team in order to provide cover during absence of colleagues and maximise the flexibility of the team.

Main Responsibilities of Post:

Maintain detailed knowledge of WYPF's server, storage, network and desktop infrastructure.

Lead on selection, installation and commissioning of new infrastructure components.

Provide first and second line support, resolving complex technical incidents and problems within WYPF's infrastructure.

Manage capacity across WYPF's infrastructure to ensure availability of capacity as required.

Work with Investments management to select, implement, upgrade and support specialist Investments applications.

Work as part of a team within the IT Team by maintaining a working knowledge of all aspects of the teams work in order to provide a flexible service to WYPF's users and external clients and cover for colleagues during periods of absence.

Advise the Head of IT Manager on items relating to WYPF's IT strategy.

Maintain IT system and quality management system documentation governing WYPF's IT systems and operations.

Provide first and second line support for WYPF's IT systems to both internal users and external clients, raising development and support requests with external system suppliers when necessary.

Identify opportunities for improvement within WYPF's service offering, operations and IT systems and make recommendations to colleagues and management as required.

Testing of new system developments and new releases of software by suppliers.

Maintain a constant awareness of information security, taking action as appropriate to ensure compliance with EU and UK law, and council standards. Provide professional advice to colleagues across the department.

Provide training in specialist area to colleagues within the team, across the section and WYPF's client base as appropriate.

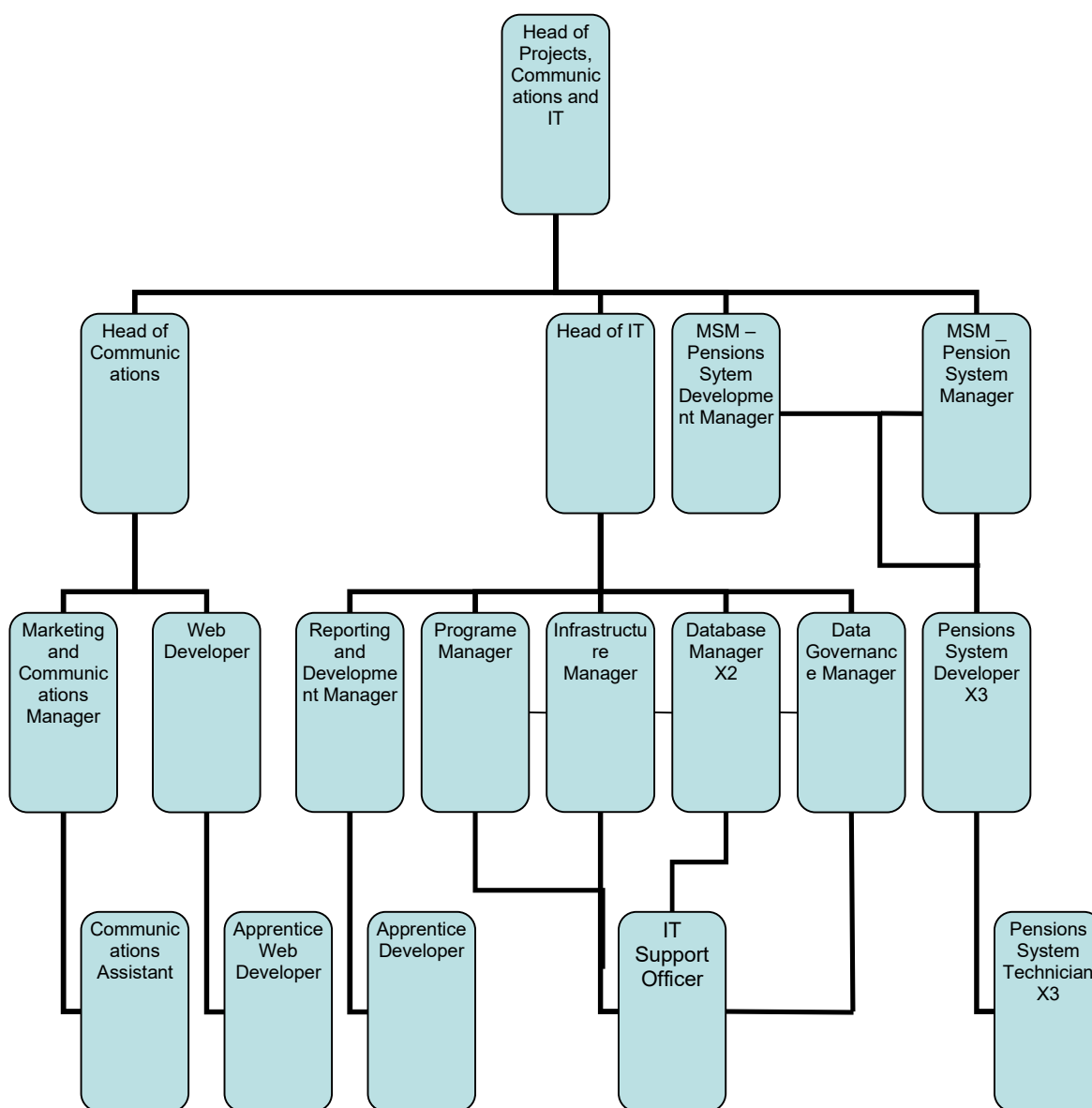
Manage and contribute to West Yorkshire Pension Fund's disaster recovery plan.

To carry out any other duties as required, which are reasonable in terms of the nature

and level of the post.

Responsible to the Head of IT, working within broad policy guidelines and objectives. Works mainly on own initiative in a highly specialised field with a high degree of discretion and delegated authority. The seniority of the post is such that the post holder is required to demonstrate strategic initiative, political awareness; professional, managerial and technical competence in carrying out the functions of the post, whilst referring matters to the Head of IT.

Structure:



Special Knowledge Requirement: Essential for shortlisting. Max 10

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,(e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language If this applies to the post you are recruiting to do not remove it .	
Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas within WYPF's IT Team.	
Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and/or other areas of work.....(inc legislation)	
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Oversees or contributes to the management of a budget , keeping costs within agreed levels for own section/team	
Uses, interprets, analyses, communicates complex numerical information.	X
A thorough understanding of the infrastructure in use at WYPF including bladecenters, storage area networks, data networks, desktops (physical and virtual), operating systems (server and desktop).	X
Principles and practice of preventative and reactive maintenance to WYPF's infrastructure.	X
Able to plan work on, install and de-install datacentre hardware with consideration for power and data connections and impact on service.	X
An understanding of the investments applications in use at WYPF and their interactions with other systems.	X
Principles of disaster recovery including maintaining constant readiness, preparation, testing and development of capability.	X

Relevant experience requirement: Essential for shortlisting

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.

A relevant IT degree and five years experience at senior management level in a relevant IT environment within a large multi-functional organisation.

Proven track record of commitment to continual professional development.

Relevant professional qualifications requirement: Essential for shortlisting
Degree or equivalent in a relevant IT subject, or an additional three years' relevant demonstrable practical experience.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
Special Conditions:
You will outline here if there is a requirement for the post to have recruitment checks

such as DBS, Warner Process.

Compiled by: YG

Grade Assessment
Date: 30 August 18

Post Grade: P04/5

Date: