HM Government of Gibraltar

Information Technology Officer Level 1
Job Specification

Grade: Information Technology Officer Level 1
Department: Treasury Department
Responsible to: Director of Treasury Information Systems

The main duties and responsibilities of the post are:

ANALYSIS & DESIGN

Typical duties include:

- Systems analysis and design, researching and documenting computer user
- requirements.
- Analyse problems specified by users and achieve adequate and prompt solutions.
- Translate the solutions provided by systems designs into detailed program
- specifications.

PROGRAMMING

Typical duties include:

- Document software requirements and keep to incumbent change control
- management.
- Develop, maintain and manage software programs to ensure that the computer
- application meets the user requirements.
- Write clean, secure, highly testable and well-documented code that adheres to coding
- standards and best practices.
- Work in a dynamic software team efficiently and under pressure.
- Train users of the system in how to operate the designed software.
- Troubleshoot, debug, maintain and upgrade existing software.
- Integrate software components with third party programs.

NETWORKING / SYSTEM ADMINISTRATION

The maintenance of the Treasury / Gibraltar Savings Bank Local (LAN) and Wide (WAN) area networks.

Typical duties include:

- Installation and maintenance of the Treasury Domain and Treasury / GSB File servers.
- Configuring of networking protocols (TCP/IP) and associated hardware.
- Setting up user accounts.
- Form part of the Treasury CSIRT team and follow adequate policy.
- 1st line Support
- Installation of PC's Operating Systems and application software.

OTHER

- Liaise with suppliers and IT support contractors, as and when required in consultation
- with the supervisory management team.
- Occasional PC and Printer repair / upgrading / troubleshooting.
- Keeping up to date with the current latest IT technologies.
- After hours on-call Roster.
- Advance the Treasury and Gibraltar Savings Bank's own digitisation programme in
- accordance with H.M. Government of Gibraltar policies.
- Carry out any other duties appropriate to the grade, as required by the Director of IT
- Treasury Information Systems or as requested by the Accountant General.

PERSON SPECIFICATION
IT OFFICER LEVEL 1 - TREASURY DEPARTMENT

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	Degree in Computer Science, Software Engineering or any Software Development related degree.	
Experience:	A minimum of 2 years' experience working in a software development environment.	Experience with Finance, Financial Systems or Banking sector.
Knowledge:	To be fluent in more than one of the following languages and platforms: Java, C#, Visual Basic, PHP, SQL, jQuery, Java Script, Apache. Have the ability to install and administer computer hardware and software and possess strong analytical and problem solving skills.	Networking and Communications (TCP/IP) and Systems Administration. A minimum of two years PC Network. Environment and 1st Level technical support. Working knowledge in a Windows environment including Windows Server and Microsoft Exchange. A working knowledge in a Linux environment. A profound knowledge of PHP frameworks like Laravel and in-depth knowledge of its internal architecture.
Key Skills and Behaviours:	Candidates will be expected to comply with the job specifications, and should be effective team players and skilled enough to take on or assume various roles within the team. They will also be expected to: Work on their own at times and be self-sufficient, flexible and resourceful in finding solutions to problems without breaching internal policies. Be co-operative i.e. working towards the common goal by sharing computing opinions and ideas. Develop tact when sharing views with others for the benefit of the department.	

Key Skills and Behaviours (cond):	Be positive and communicate effectively with the team and others.	
Other Requirements:	Substituting for higher grades when required. Availability for on-call Roster. Available to work regularly, as required, after normal working hours.	