



SWAP

INTERNAL AUDIT SERVICES

Assuring – Improving – Protecting

ICT Auditor Development Role

Person Specification

February 2021

PERSON SPECIFICATION

Job Title: **ICT Auditor (Development Role)**

JOB REQUIREMENTS

Knowledge

Essential

1. Good understanding of office processes and procedures.
2. Good understanding of how ICT operates in a large organisation in terms of enterprise, architecture, cyber security and service management
3. Good understanding of emerging technologies in relation to digital ambitions.

Desirable

1. Some understanding of modern internal audit techniques.
2. Some understanding of risk management and corporate governance framework

Skills and Abilities

1. Ability to communicate effectively, both verbally and in writing, with all levels of staff including senior management.
2. Influencing skills with the ability to gain agreement to change from other client staff.
3. Ability to quickly analyse and adapt to new processes particularly those with a digital influence.
4. Good ICT skills, especially in Office 365 and associated apps.
5. Ability to work on own after appropriate direction.

Experience

1. Proven experience of recent work in an office and or ICT environment.
2. Experience of working effectively both alone and as part of a team.
3. Evidence of working with and responding to customers.

EVIDENCE

Knowledge

1. CV, Covering Letter, Interview.
2. CV, Covering Letter, Interview.
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Skills and Abilities

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Experience

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Educational

1. 5 GCSE passes at grade C or higher (or equivalent), including Maths and English.
2. 2 'A' level passes or equivalent.
3. Bachelors' degree desirable.

Work-related Personal Qualities

1. Ambitious and keen to progress career.
2. Energetic and enthusiastic.
3. Gregarious, effective communicator.

Educational

1. CV, Covering Letter, and sight of relevant certificates.

Work-related Personal Qualities

1. Interview.
2. Interview.
3. Interview.

Date Reviewed: February 2021