Job description	
Job title	Principal IT Officer (Exchequer Transformation)
Grade	K
Directorate	Resources
Section/team	IT/Production Support & Exchequer Services/Revenues
Accountable to	Senior IT Analyst/Local Taxation and Business Transformation Manager
Responsible for	
Date reviewed	February 2025

Purpose of the Job

The purpose of this job is to provide support for the ongoing transformation work taking place within the Exchequer Services teams.

The post-holder will work closely with the Senior IT Analyst within the IT Service and with the Local Taxation and Business Transformation Manager within the Revenues team within Exchequer Services. The post-holder will be expected to develop technical solutions to meet the business needs of Exchequer Services which will be aligned with their transformation agenda.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Working with relevant stakeholders, define and assist in delivering the wider transformation goals.

- Working with the Senior IT Analyst, develop a technical roadmap that delivers the identified stakeholder goals.

- Perform a detailed analysis of requirements to produce a technical specification which can be to further exploit existing system elements or to introduce new elements.

- Evaluate relevant existing IT systems to identify strengths, weaknesses, opportunities and threats.

- Assist in working with 3rd party vendors to fully understand the options available within respective systems.

- Working with the Senior IT Analyst and the Local Taxation and Business Transformation Manager, ensure that identified transformation projects are delivered on time and to the agreed specification.

- Working with the Senior IT Analyst and the Local Taxation and Business Transformation Manager, monitor progress and ensure that any issues are identified, reported and resolved as soon as possible.

- Assist in ensuring that any identified and implemented changes are understood by relevant staff through the delivery of planned training sessions.

- Ensure all internal processes are fully documented and that this documentation is maintained and reviewed regularly.

- Provide a quality assurance role within the release management cycle for internally developed software ensuring that the software asset register is updated accordingly.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity**. You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability**. You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication**. You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

January 2024