



- Maximising the power of sport to change lives •

## PERSON SPECIFICATION

**Job Title:** Information Officer (IT)

### Essential Criteria

- Educated to degree level in or equivalent in a relevant discipline.  
**AND**  
At least 2 years' experience working in FOI and Data Protection compliance with firsthand knowledge of data protection laws, practices and compliance including a demonstrable in-depth understanding of the GDPR framework.  
**OR**  
At least 3 years' experience working in FOI and Data Protection compliance with firsthand knowledge of data protection laws, practices and compliance including a demonstrable in-depth understanding of the GDPR framework. \*
- At least 2 years' experience of developing and maintaining effective working relationships with key stakeholders to support the delivery of organisational outcomes. \*
- At least 2 years' experience of managing the delivery of a quality service including identifying and implementing improvements to meet the requirements of a diverse range of customers. \*
- At least 2 years' experience of managing competing priorities to achieve successful outcomes.
- Ability to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and Bank Holidays. \*
- Access to a form of transport which will allow the full requirements of the post to be met and is insured for use when travelling on Sport NI business. \*

### Desirable Criteria

- Experience of working in an IT environment. \*\*
- Demonstrable experience of project management. \*\*
- Demonstrable experience of effectively leading a team, communicating with staff and setting team priorities and goals to meet organisational and business objectives.

### Note to Applicants:

\*Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria, will go forward to the next stage of the recruitment and selection process.

\*\*Desirable criteria may also be used for shortlisting purposes.

All other essential and desirable criteria will be assessed by selection test and/or interview.