

Embedding Standards 2005

Web-Content-Specialist

Leonardo Project defined

Overall Responsibility (Defined from subcategory descriptor)

Level 4

<p>Autonomy Works under general direction within a clear framework of accountability. Substantial personal responsibility and autonomy. Plans own work, to meet given objectives and processes.</p>
<p>Influence Influences team, and specialist peers internally. Influences customers at account level and suppliers. Some responsibility for work of others and allocation of resources. Participates in external activities related to specialisation. Decisions Influence success of projects and team objectives.</p>
<p>Complexity Broad range of complex technical or professional work activities, in a variety of contexts.</p>
<p>Business Skills Selects appropriately from applicable standards, methods, tools and applications and use. Demonstrates analytical and systematic approach to problem solving. Communicates fluently orally and in writing and can present complex technical information to both technical and non-technical audiences. Is able to plan, schedule and monitor work activities in order to meet time and quality targets and in accordance with health and safety procedures. Is able to absorb rapidly new technical information and apply it effectively. Good appreciation of wider field of IS, how IS is used in relevant employment areas and how IS relates to the business activities of the employer or client. Maintains awareness of developing technologies and their application and takes some responsibility for personal development.</p>

Strategy & Planning

Technical Strategy and Planning

Change Control

The management of all changes to the components of a live infrastructure, from request for change (RFC) through to implementation and review, to support the continued availability,

effectiveness and safety of the infrastructure.

Level 4

Assesses, analyses, develops, documents and implements changes based on Requests For Change.

Methods and tools

Ensuring that appropriate methods and tools for the planning, development, operation, management and maintenance of systems are adopted and used effectively throughout the organisation.

Level 4

Provides expertise and support on use of methods and tools.

Management & Administration

Project management

Project Office

The provision of support and guidance on project management processes, procedures, tools and techniques to programme and project managers and their teams. The use of project management software. The development, production and maintenance of time, resource, cost and exception plans. The tracking and reporting of progress and performance of IS projects (including those performed by third parties under contract). The maintenance of programme and/or project files. The servicing of project control boards, project assurance teams and quality review meetings. The analysis of performance and the maintenance of metric data and estimating models. The administration of project change control, including use of configuration management systems.

Level 4

Uses and recommends project control solutions for planning, scheduling, and tracking projects. Sets up and provides detailed guidance on project management software, procedures, processes, tools and techniques. Attends project control boards, project assurance teams and quality review meetings. Provides basic guidance on individual project proposals.

Links = BCS ISM-PROF4 e-skills NOS-206 e-skills NOS-409

Quality management

Quality Assurance

The process of ensuring that the agreed quality standards within an organisation are adhered to and that best practice is promulgated throughout the organisation.

Level 3

Uses appropriate methods tools and applications in the development, maintenance, control and distribution of IS/ICT quality and environmental standards. Distributes new and revised standards according to documented procedures. Makes technical changes to quality and

environmental standards, according to documented procedures.

Links = BCS ISM-QUST2 BCS ISM-QUST3 e-skills NOS-206 e-skills NOS-325 e-skills NOS-328 e-skills NOS-330 e-skills NOS-334

Development & Implementation

System development

Systems Design

The specification and design of IS solutions and systems architecture to meet defined business needs.

Level 2

Undertake complete design of simple applications using simple templates and tools. Assist as part of a team on design of components of larger systems.

Links = BCS ISM-DESN2 e-skills NOS-206 e-skills NOS-212 e-skills NOS-216

Programming / Software development

The design, creation, testing and documenting of new and amended programs from supplied specifications in accordance with agreed standards.

Level 3

Codes, tests, debugs, and documents simple programs or modules to a clear design specification, as part of an ICT system. Assists in design and provides input into project plans.

Links = BCS ISM-PROG3 BCS ISM-WBSP3 e-skills NOS-206 e-skills NOS-307 e-skills NOS-309 e-skills NOS-313 e-skills NOS-316

Human factors

Media Creation

The planning, design and creation of information to be delivered electronically or otherwise. This includes managing the quality assurance and publication process.

Level 4

Controls the creation of system/user information to meet customer requirements and organisational standards in multiple media. Assists in setting design standards.

Links = BCS ISM-DOCM4 BCS ISM-WBSP4 EBNOS-1047 e-skills NOS-206 e-skills NOS-402 e-skills NOS-403 e-skills NOS-409

Service Delivery

Education and training

Training Materials Creation

The creation of materials for use by IS/ICT teachers or IS/ICT students as training aids. Training materials covering any subject within the scope of IS/ICT and its applications are relevant.

Level 4

Specifying content and structure of training to deliver agreed outcomes.

Links = BCS ISM-TMCR4 EBNOS-1047 e-skills NOS-206