

Technical Analyst ECM Group Information Systems

SALARY: circa £24,000 per annum

BENEFITS: Annual bonus (based on company performance), DC Pension Scheme, 25 days' annual leave, flexi time scheme, employee benefits scheme, free car parking.

LOCATION: LATHOM, LANCASHIRE

CLOSING DATE: 28th February 2018

WHO ARE WE?

The NSG Group is one of the world's largest manufacturers of glass and glazing products for the Architectural, Automotive and Technical Glass sectors.

With around 28,000 permanent employees, the Group has principal manufacturing operations in 30 countries and sales in over 130. With just over a third of our sales in Europe, around a third are in Japan and the rest are primarily in North and South America, South East Asia and China.

In June 2006, the NSG Group acquired Pilkington, renowned for the invention of the Float Glass process, which revolutionized the world's glass industry. The globally recognised Pilkington brand is widely used in our Architectural and Automotive businesses.

- To ensure that all new system requests are introduced and managed through the New Systems Introduction process.
- To provide expertise and support for Document Management and Workflow systems based on SharePoint 2010, 2016 and O365.
- To work with other pillars within IS Group Services to ensure that all systems delivered meet the standards and strategies of each area of IS Group Services.
- To ensure the correct use of the Request For Change process during the implementation and ongoing operation of any new systems.
- To be a member of the project team responsible for delivering the future strategic document management and workflow facilities for the NSG Group.

THE ROLE

A vacancy has arisen within IS Group Services for an IS Technical Analyst reporting to the ECM Manager.

The main purpose of the role is to work with system requestors to design and implement standardised ECM (Enterprise Content Management) applications in line with the requestors' functional requirements. The job holder will also be a member of ECM project teams delivering the strategy for ECM in the NSG Group.

The main responsibilities of the role are as follows:

- To work with business requestors to understand functional requirements for Document Management and Workflow solutions based on SharePoint 2010, 2016 and O365.
- To work with the Development Team to provide a system that meets the functional requirements of the business requestor.

THE PERSON

Applicants must have excellent technical skills and a good understanding of IS technologies. Experience of SharePoint 2010, 2016 or O365 would be an advantage but not essential as training would be provided.

Applicants must possess a strong understanding of business concepts, a results-oriented and analytical approach, and the ability to quickly learn and exploit technology. Strong interpersonal and communication skills, both written and verbal, are essential.

The ideal candidate will have an IT-related HND or degree and sufficient experience in an IT environment to be effective in the role, or have equivalent practical experience.

A full UK driving licence and car ownership would be an advantage due to limited public transport to the site. Selection will include a competency interview and aptitude tests.

If you are interested in this vacancy, please send your CV and covering letter to Kirsty Coburn, Human Resources:

Kirsty.coburn@nsg.com

