Holistic Recruiters

Regional Excellence Global Reach

Job Description

IT Engineer

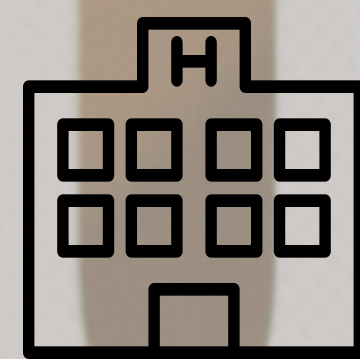# What This Document Contains

Who we are
An introduction to Holistic Recruiters

Job Description
What responsibilities you will have and what will be expected of you

About the Service
All you need to know about the place of work

Benefits
All the extra advantages you will gain whilst working with us.

Contact Details
Contact details for any inquires

Who We Are

Holistic Recruiters LTD, working along side Tech Recruit, can promptly locate highly competent IT experts that are the ideal fit for your project or permanent employment needs. We can match the right technology professional with the right role using skills testing and the experience of our specialised specialist technology recruiting consultants.

Supporting the Individual
We will:
- Take time to understand the daily routine of each service user- cultural needs and beliefs, personal care, activities, leisure interests and domestic tasks.
- Maintain the individual's dignity and privacy.
- Offer support to develop new skills and increase confidence.

Health Management
We will:
- Help the service user to identify any health needs they may have.
- Assist with the management of health needs by giving support i.e. attend any health care and dental appointments.
- Give support to manage any medication, should this be required.
- Continually promote health and aim to increase the service user's knowledge about how to maintain a healthy lifestyle.

Risk Management
We will:
- Provide service users with an individual risk assessment and strive to provide the best opportunities and choices within this framework.
- Give individuals the freedom to try different activities and experiences.
- Manage responsibly any risks relating to health, neglect, violence, aggression, self-harm or harm from others, exploitation and community access.
- Hold the following policies: Equality and Diversity policy, Equal Opportunities policy, Human Rights policy and Safeguarding Adults policy.

APRC

PENINSULA

Job Description

Post: IT Engineer

Responsible to: Director

Location: Colchester

Working hours: Full Time

Contract type: Temporary/Permanent/Temp to Perm

Job Overview:

IT engineers install, maintain and repair the physical components of computer systems and equipment.

Key Responsibilities:

- To install, test and maintain computer-related hardware (processors, memory chips, circuit boards, displays, sensors, data storage devices, printers, etc.) according to given specifications

- To diagnoses hardware related faults

- To repairs or replaces defective components

- To advises on and installs operating soft/firm ware and may carry out upgrades

- To maintains documentation to track and log work in progress and completed.

Specific Requirements:

- Degree in computer science, information systems, or related field.
- MBA is advantageous.
- Proficiency with database languages.
- Excellent written and verbal communication.
- Creative problem-solving skills.
- Good time management and organizational skills.

Do's and Don'ts

✓
- Log out of computer systems when you have finished using them.
- Only use IT systems for purposes relating to your work.
- Remember that **all** use of IT facilities is logged and monitored.
- Remember that every website you visit or page that you print costs money.
- Think carefully about your online conduct to protect personal information.
- Keep your operating systems and software up to date.
- Stay alert and report suspicious activity.

✗
- Don't let anyone else use any of your accounts or tell anyone your password.
- Don't download videos, music or anything else that's copyrighted by other people.
- Don't use IT facilities to bully or harass other people.
- Don't install unlicensed or malicious software.

Key Relationships

WE WANT YOU

Working With others:

- Develop effective working relationships with other employees
- Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for people
- If desired by the Service User, maintain and develop relationships with family, friends and other people important in their life

Leading by example:

- Seek opportunities for personal and professional growth
- Be a role model for your co workers and be an ambassador for the service
- Be professional, polite and reasonable at all times

Personal Responsibilities:

- Commit to achieving the relevant qualifications commensurate with the role
- Attend statutory training and any other training as directed by management
- Understand and follow all policies and procedures relevant to the role
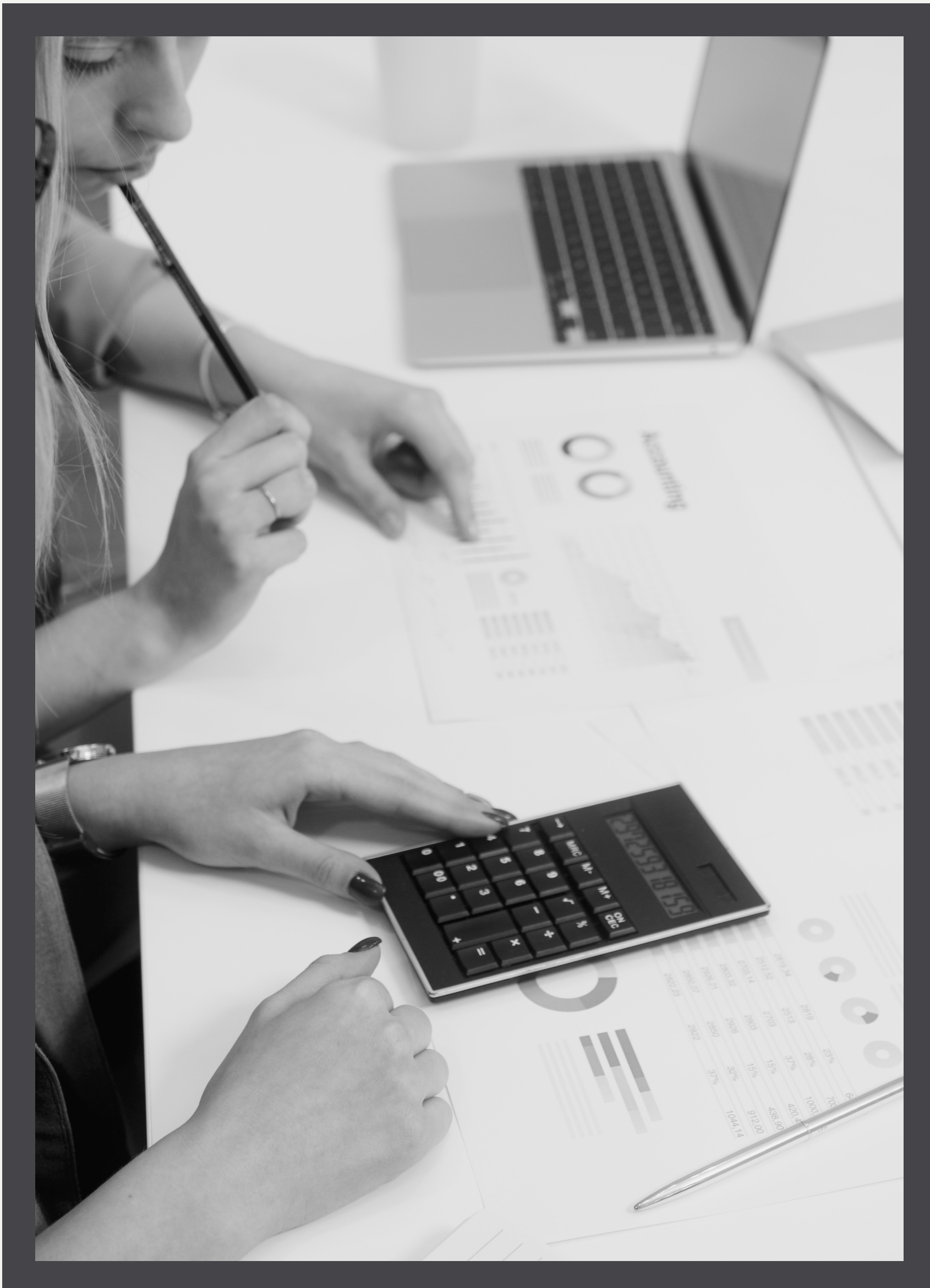- Be open to learning opportunities

Safe Guarding

- Holistic Recruiters is devoted to protecting and supporting the welfare of staff, we expect all employees and volunteers to follow suit.
- We require all employees to complete internal and external safeguarding training.
- Holistic Recruiters provides ongoing training to its employees.

Relationship with people you line manage (if applicable)

- Build a positive, supportive and respectful relationship with the staff you manage
- Be mindful of the wellbeing of those you manage
- Be a role model and a leader
- Provide opportunities for others to develop new skills and learn

Benefits

We will provide the relevant training based on your role

We can do a DBS check, if required

We can assist with travel and accommodation

www.holisticrecruiters.uk

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