JOB DESCRIPTION

POST TITLE: Digital Innovation Project Manager

POST NO:

SERVICE/ SECTION: ICT
GRADE/SCALE:

RESPONSIBLE TO: Head of ICT Improvement
RESPONSIBLE FOR:

MAIN PURPOSE OF POST:

Project Manage a range of ICT Improvement projects across a variety of Council services in accordance with agreed corporate project management principles to deliver service improvements and efficiencies.

Co-ordinate and direct cross-functional project teams, key stakeholder involvement, and effective communication initiatives to ensure all projects are integrated and aligned to strategic priorities.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities must be carried out in accordance with the Councils policies/procedures.

1. Manage complex ICT Improvement projects across the Council from initiation to completion, including maintaining project plans and documentation, risk and budget monitoring, resource planning, communication, stakeholder engagement and post-project evaluation.

2. Ensure relevant stakeholders are regularly updated on progress, producing key formal documents to enable decision making and ensuring that any concerns are escalated to the Head of ICT Improvement at an early stage.

3. Provide regular and relevant information, maintain risk registers, co-ordinate project meetings and prepare reports and presentations to relevant internal and external stakeholders.

4. Be responsible for individual project budgets as allocated.

5. Work with senior politicians and officers to influence change and advise on efficiency and improvement initiatives.

6. Co-ordinate cross-functional project teams, potentially including staff from other departments, external contractors and consultants, suppliers and other third parties, to achieve the objectives of assigned projects.

7. Actively promote the Council’s vision, values and priorities and, through personal example and positive direction, make sure objectives are translated into project deliverables to ensure the delivery of practical and effective business outcomes.
8. Deliver innovation and change and be able to quickly produce compelling proposals/business cases for identified ICT Improvement projects.

9. Manage process mapping of existing processes across wide-ranging and disparate areas, identifying cost and efficiency savings and managing the implementation of the revised processes.

10. Ensure effective communication and consultation with all relevant stakeholders on all assigned projects by implementing agreed Communication Plans to maximise engagement and ensure projects meet the customers’ needs.

11. Liaise with relevant Council departments, other local authorities, central Government and external organisations as appropriate.

12. Contribute to developing effective training programmes and participate in their delivery in conjunction with other colleagues.

Corporate responsibilities

- Actively contribute to the leadership of the council and encourage a “One Council, One Team” approach.
- Develop and maintain positive relationships with elected Members to ensure that the Council’s strategic priorities are successfully implemented and to support members to undertake their strategic monitoring role.
- Promote equality amongst staff and ensure services are delivered in a non-discriminatory way and are inclusive of disadvantaged groups.
- Deputise for the Head of ICT Improvement when required.
- Participate in emergency planning and business continuity arrangements as directed by Senior Officers, ensuring that effective ICT arrangements are in place.
- Some work outside of core hours may be required.
PERSON SPECIFICATION

JOB TITLE: Digital Innovation Project Manager

POST NO: 

SERVICE: ICT

SALARY/GRADE:

RESPONSIBLE TO: Head of ICT Improvement

SKILLS / KNOWLEDGE / ABILITIES

One Council One Team

1. Approachable and able to influence and work effectively across a range of service disciplines and with a range of people.
2. Has knowledge of the issues facing Local Government and their impact on service delivery.
3. Experience of interpreting vision and strategy to drive delivery through people.
4. Able to maximize opportunities to add value to the customer and support economic, sustainable growth.
5. Experienced in creating an inclusive environment to deliver business objectives.
6. Able to develop long term strategic relationships with users, partners, industry leaders and government.
7. Welcomes challenge, however uncomfortable

Can Do

8. Keeps own knowledge and skill set current and evolving.
9. Able to identify and address team and individual capability requirements and gaps to deliver current and future work.
10. Able to give clear, honest feedback and support teams to succeed.
11. Experienced in reviewing, challenging and adjusting performance levels to ensure quality outcomes are delivered on time, rewarding success.
12. Experienced in finding ways to improve systems and structures to deliver with more streamlined resources.
13. Able to spot warning signs of things going wrong and provide a decisive response to significant delivery challenges.
14. Proven ability to maintain effective performance in difficult and challenging circumstances.
Customer Focused

15. Able to work collaboratively across boundaries to ensure that strategic outcomes are maximized within the resources available.

16. Able to approach issues with a broad view, identifying essential elements and translating them into working solutions.

17. Experienced in establishing mechanisms to seek out and respond to feedback from customers about the service provided.

18. Experienced in developing proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.

Honesty and Respect

19. Experienced in establishing organisational objectives and assigning responsibilities.

20. Experienced in communicating in a straightforward, honest and engaging manner with all stakeholders and stand ground when needed.

21. Able to demonstrate a very high level of presentation skills and the ability to communicate confidently with colleagues and partners at a senior level.

22. Able to promote the work of the council and play an active part in supporting the council values and culture, challenging unacceptable behaviour.

23. Role models enthusiasm and energy about their work and motivates others to do the same.

24. Able to analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions in line with policies/constitution.

25. Able to identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option

26. Able to make difficult decisions by pragmatically weighing the complexities involved against the need to act

27. Experienced in keeping commercial considerations continually in mind when taking actions or making decisions.

Experience

1. Experience of managing projects and programmes, working to time, budget and quality

2. Educated to degree level.