

# Job Description & Person Specification

<b>Post Title:</b>	IT Programme Manager
<b>Service Area:</b>	Transformation
<b>Reports to:</b>	Transformation Group Manager
<b>Scale:</b>	7

## Overall Purpose of Role:

- To develop, promote and support the implementation of corporate and service improvement policies, programmes and projects including service process reviews.
- To be key in developing and delivering the IT Strategy for Blaby District Council (BDC) and be a significant contributor within the Leicestershire ICT Partnership (LICTP) on behalf of BDC, inclusive of relationship management and budget monitoring.
- To support services to understand their challenges and needs [existing and future] and work closely with them, alongside our Transformation Team, to enable continuous service delivery improvements in collaboration with the wider LICTP.
- To support project boards with the project management framework and be an enabler for project teams in a variety of IT related project-based activities.

## Key Roles, Tasks and Responsibilities

- Lead on the local BDC IT responsibility which covers all application priority development and infrastructure enablement.
- Understand the strategic and operational business objectives of BDC and establish how their development, and transformational change can improve the customer experience.
- Engage with stakeholders to define a clear picture of the underlying IT need and apply business analysis tools and techniques to develop processes and systems which are focused on utilising agile methodologies to deliver the council's outputs.
- Undertake regular horizon scanning, maintaining an awareness of industry best practice, to enable identification of potential future technologies, and opportunities for BDC
- Support promotion and development of a customer orientated philosophy towards the provision of the Council's services.
- Develop and improve procedures and systems to ensure maximum efficiency and produce detailed management information relating to performance management and to initiate next steps as appropriate.
- Own and maintain oversight of IT related project management streams and monitor budgets whilst holding significant responsibility for the IT relationship management on behalf of the Council.
- Produce audience appropriate briefings/reports/analysis as required to ensure areas of improvement/transformation are clearly identified and can take place.
- Support efficiency by identifying and eliminating unnecessary complexity within business processes and support the drive to transforming delivery of our services so that they are fit for purpose, accessible and valued by our customers, providing the best value for money, thereby continuing to make Blaby a great place to live, work and visit.
- Develop, deliver and maintain the Council's policies and procedures in line with current best practice and legislation.
- Act as a mentor to colleagues the depth and breadth of the organisation to enable the effective delivery and best practice use of ICT across BDC.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a

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flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

## Post Characteristics

Qualifications, essential experience	Relevant professional qualification/s demonstrating expertise in ICT, and project management	
Allowances	None	
On call/emergency situations	None	
Politically restricted post	No	
Security / Safeguarding Checks	None	√
	DBS Basic	
	DBS Standard	
	DBS Enhanced	
	Adult Workforce	
	Child Workforce	
	Barred List	
	Baseline Security Check	

## Health and Safety Responsibilities

- Health and Safety responsibility is inherent in this level of role and the responsibilities for health and safety are no different from the requirements of other management activities.
- Be familiar and always comply with corporate and local health and safety policies and procedures as amended or added to from time to time by fully implementing the Council's health and safety quality management system within your operations/areas of responsibility.
- Ensure that robust, effective safe working arrangements and procedures, including lone worker, are documented, in place and always adhered to by yourself and colleagues.
- Ensure accidents, incidents, dangerous occurrences and near misses involving persons (Council employees or otherwise) on Council property are properly recorded, investigated, and reported.
- Identify and report health and safety training needs of yourself and colleagues.
- Ensure that arrangements are in place to ensure the safety of colleagues and visitors in the event of an emergency evacuation, particularly those of colleagues or visitors who may require special assistance.

## Emergency Planning/Response Responsibilities

To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans, and other associated documents

## Job Description Details

Reviewed by:	Transformation Group Manager
Latest Version Date:	February 2023
Job Evaluation Date/Ref:	February 2023 A2066

## **PERSON SPECIFICATION**

Job Title: IT Programme Manager

Department: Transformation

Date completed: February 2023

Completed by: Transformation Group Manager

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### MEASURED FROM APPLICATION FORM

Experience	Essential (E)
Extensive experience of ICT Projects inclusive of project management methodologies/approaches	E
Demonstrable experience of transformation and change management	E
Demonstrable experience of developing and implementing strategies and action plans	E
Demonstrable experience of successful working within a partnership environment	E

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### MEASURED BY TEST

Skills	Essential (E)
Strong analytical thinking with the ability to produce innovative solutions to issues or problems	E
High level of skill in numeric/data analysis and research skills as well as excellent knowledge and practical skills of MS365 and SharePoint functionality	E
Excellent written communication skills	E
Demonstrable budget management/monitoring skills	E

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### MEASURED AT INTERVIEW

Knowledge	Essential (E)
Significant insight in to how the use of existing and new IT can be developed to support the Council's priorities	E
Good understanding of the importance of project assurance and governance	E
Understanding of the importance of effective engagement with customers both internal and external to support the improvement of strategies and service delivery	E
A good understanding of GDPR and data protection legislation, principles, and best practice	E

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Experience	Essential (E)
Extensive experience of ICT Projects inclusive of project management methodologies/approaches	E
Demonstrable experience of transformation and change management	E
Experience of undertaking process reviews to improve service delivery	E
Experience of and comfortable with presenting information and delivering reports to a variety of audiences and for a variety of purposes	E
Demonstrable experience of successful working within a partnership environment	E
Demonstrable experience of developing and implementing strategies and action plans	E
Skills	Essential (E)
Strong analytical thinking with the ability to produce innovative solutions to issues or problems	E
High level of skill in numeric/data analysis and research skills as well as excellent knowledge and practical skills of MS365 and SharePoint functionality	E
Excellent verbal communication skills	E
Demonstrable high Level of technical and change management skills, particularly but not exclusively in relation to ICT applications and infrastructure	E
Organised and able to: <ul style="list-style-type: none"> <li>• Work under pressure and prioritise tasks to produce the most effective and appropriate outcome against objectives and deadlines</li> <li>• Deal with and adapt to changes and setbacks in the work environment</li> </ul> Self-motivate	E
Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality Policies into practice	E
Other Requirements	Essential (E)
Able to work flexibly and willing and able to work occasionally outside normal office hours	E

## MEASURED BY DOCUMENTARY EVIDENCE

Mandatory Certificates / Registrations / Statutory Qualifications or Statuses	Essential (E)
Relevant professional qualification demonstrating expertise in ICT, and project management	E
Right To Work <a href="https://www.gov.uk/right-to-work-checklist">Right to work checklist - GOV.UK (www.gov.uk)</a>	E