

## **ROLE DESCRIPTION**

<b>Job Title</b>	Digital and IT Project Manager
<b>Salary Band</b>	33-36
<b>Reporting to</b>	Digital and IT Programme and Portfolio Manager
<b>Directorate</b>	Corporate Services
<b>Service Area and sub area</b>	Digital Services
<b>Team</b>	Digital Design & Delivery
<b>Political Restriction</b>	None

<b>1. Primary Purpose of the Post</b>
<p>This role will lead on a number of IT and Digital Services projects delivering a wide variety of hardware and software solutions to staff and the citizens of the city region. The role will use Prince2 and Agile project management methodologies, tools and templates depending on the nature of the project.</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>Leading and managing the project team through all stages of initiation, delivery and close within time, cost and quality parameters. Turning evidence into action by developing the scope of projects, planning key activities and milestones, and driving forward their delivery.</li> <li>Building up sufficient technical (hardware, software, licenses etc.) and sector-specific knowledge as appropriate to lead assigned projects.</li> <li>Leading development of collaborative relationships with key project stakeholders including project sponsors and external parties such as local authorities, suppliers and subject matter experts.</li> <li>Working with colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework and any funding requirements.</li> <li>Work with project team and other key stakeholders to agree approvals pathways, develop and maintaining project management artefacts – undertaking good document control practices including tracking project plans, risks, issues, change control, lesson learned, comms and engagement, escalating and delegating as appropriate.</li> <li>Work with the LCRCA Procurement and Legal teams to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.</li> </ul>



- Budget management - working closely with project team, assurance services, finance and audit functions to ensure that there is thorough understanding of the financial position of each project.
- Building relationships with internal and external stakeholders, organising and facilitating project-related meetings, workshops, briefings, engagement and events (including off site).
- Monitoring and evaluating project data, reporting on outputs and outcomes related to funding programmes. Drafting and managing grant funding agreements, financial documents, business cases, reports, briefing papers and other documents, as required.
- Participating in work to continuously improve project delivery at the CA.

**The role holder may be required to undertake any other appropriate duties as deemed necessary.**

### **3. General Corporate Responsibilities**

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

**Job Title:** Digital and IT Project Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree or considerable experience leading complex, high value projects	D	A
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) supported by certifications	E	A
Qualification or professional accreditation in IT or Digital technologies	D	A

  

Experience and knowledge	E = Essential D = Desirable	Identified By
Established "In role" experience in IT projects, with a track record of successful project deliveries.	E	A / I / P
Understanding of the Software Delivery Lifecycle	E	A / I / P
Experience delivering upgrades to organisation wide Software/Hardware rollout projects.	E	A / I / P
Experience delivering Cloud migrations, Infrastructure implementations, and web development projects.	D	A / I / P
Knowledge of Cyber security and Core applications.	E	A / I / P
Established project manager with leadership experience of complex, budget managed projects.	E	A / I / P
Experience using project management methodology and tools including tracking project plans, risks, issues, decisions, change control, lesson learned, monitoring and evaluation.	E	A / I / P
Good interpersonal skills, including an ability to adapt appropriately to people at all levels, lead stakeholder engagement and build stakeholder relationships.	E	A / I / P
Good verbal and written communication skills with attention to detail and experience of drafting business cases, project initiation documents, options appraisals and project highlight reports.	E	A / I / P
Experience of organising and chairing project related face to face and online meetings, workshops, engagement and events.	E	A / I / P



Able to work under pressure in a fast-paced environment and capable of delivering to short timescales	<b>E</b>	<b>A / I</b>
Experience of managing project resources, resolving capacity and resource conflicts.	<b>E</b>	<b>A / I</b>
Knowledge/experience of local government / public sector governance and decision-making processes.	<b>D</b>	<b>A</b>
<b>Skills, abilities and personal attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to operationalize Digital and IT projects ensuring robust systems and processes in place to meet the needs of the customers	<b>E</b>	<b>A / I</b>
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions (e.g. SharePoint, Teams)	<b>E</b>	<b>A / I</b>
Experience of collaborating with external stakeholders in complex projects	<b>E</b>	<b>A / I</b>
Ability to manage a complex workload with competing demands.	<b>D</b>	<b>A / I</b>
Experience of thinking outside of the box to work through solutions to problems.	<b>D</b>	<b>A / I</b>
Continuous improvement mindset, keeping up to date with latest technology and corporate goals.	<b>D</b>	<b>A / I</b>
Confident and able to make decisions based on evidence.	<b>D</b>	<b>A / I</b>
Personable and professional, leads by example.	<b>D</b>	<b>A / I</b>

<b>Commitment and Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and work to deadlines; strong time management skills are essential	<b>E</b>	<b>A / I</b>
Evidence and commitment to continuous personal and professional development.	<b>D</b>	<b>A / I</b>

**Key to Assessment Methods:**

A - Application	I – Interview	P – Presentation	AC – Assessment
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