



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

| Post Details | |
|-----------------|---|
| Job Title | Technology Project Manager |
| Job Reference | 711062 |
| Service | Chief Exec |
| Team | DDaT |
| Location | Hybrid Working |
| Reports to | Technology and Project Delivery SM |
| Responsible for | <Insert Titles, Grades and Headcount/FTE> |
| Grade | 9 |
| Contract Type | Fixed Term Contract |
| Hours | Full Time 37 hrs a week |

| Main Accountabilities | |
|-----------------------|---|
| 1. | <p>To act as Project Manager for projects prioritised as 'Complex' through the Council's Technology Project Portfolio which may include projects relating to:</p> <ul style="list-style-type: none">• Customer facing services• Business change• Complex Procurement projects• Complex ICT enabling technology |
| 2. | <p>In respect of individual projects:</p> <ul style="list-style-type: none">• To produce and maintain mandatory project documents as necessary,• To follow specific programme management, project (adapted PRINCE II) and other guidance as may be defined from time to time.• To define resource requirements.• To administer and manage the project process and service project meetings.• To consult on, agree, and produce project plans and timescales.• To identify key outputs and milestones for decision/delivery.• To report to the Project Sponsor and Project Boards on the progress of individual projects.• Adherence to WBC and supplier processes outside of PRINCE II, and recognition of lead times.• Monitor and report project spend. |





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| | <ul style="list-style-type: none"> • Stakeholder Management • To produce, monitor and ensure delivery against the communications plan • Record and track expected benefits from the project during the project lifetime. • Manage Risks and Issues, reporting through project or programme governance as appropriate. • Perform a “hands on” role during the implementation of the project |
| 3. | To provide a mentoring or training role to junior project managers or subordinate staff. |
| 4. | Carry out a quality assurance role during and after project delivery by: <ul style="list-style-type: none"> • Communicating lessons learned • Ensuring that relevant processes are followed both for the projects and within the business |
| 5. | Work with services and their managers to ensure that customer service levels and expectations are met in the delivery of projects. |
| 6. | Work with services and their managers to ensure that customer service levels and expectations are met in the delivery of projects. |
| 7. | The postholder will have the ability to understand business processes within the Council; to map these processes in their current form; and then to advise on, and assist in implementing the revision of these processes to achieve the targets set for electronic delivery of them. |
| 8. | Agree usage of IMT resources with Digital and Technology Programme Manager, and report variances. |
| 9. | Apply technical skillset to assist the delivery of the IMT Service. |
| Additional Corporate Responsibilities | |
| High Support, High Challenge | To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council’s ongoing success. |
| Health and Safety | Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions. |
| Equal Opportunities | To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices. |
| Safeguarding responsibilities | At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults. |
| Special Factors | To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager. |

| Person Specification | Essential | Desirable |
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| Qualifications | | |
| Trained in PRINCE II and / or equivalent project management methodology | Y | |





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| Educated to degree level (or be able to demonstrate equivalent knowledge, skills and aptitude). | Y | |
| Knowledge of local government and particularly transformational Government and efficiency agenda. | Y | |
| Technical Skills | | |
| Able to pass on knowledge to colleagues in a clear and controlled manner. | Y | |
| Highly developed organisational skills. | Y | |
| Demonstrable ability to work in a team. | Y | |
| Good communication skills with the ability to express views clearly orally and in writing, to prepare reports and briefing notes on service and project issues for presentation to the Project Delivery Group, at Programme level, Senior Managers or elected members. | Y | |
| Good inter-personal skills with the ability to work with all stakeholders including Councillors, Directors, Heads of Service, officers, contractors, partners to agree and deliver the required outputs. | Y | |
| Computer literate including experience of using IT systems and Microsoft Office software (e.g. Word, Excel, Outlook, Project & Visio). | Y | |
| Knowledge | | |
| Proven ability in managing projects, other managers and staff to achieve agreed outputs, within budget, including benefit realisation. | Y | |
| Ability to work on own initiative, to solve problems, and to take decisions to secure required results. | Y | |
| Demonstrable ability to prioritise projects and activities including the ability to handle competing claims on time, and to keep calm in a crisis or difficult or challenging situations. | Y | |
| Ability to give support, advice and assistance to Customers on project and programme management methodologies. | Y | |
| Ability to produce clear & concise documentation. | Y | |
| Demonstrable ability to analyse and evaluate complex information from a range of sources in order to form judgements and make decisions using electronic means. | Y | |
| Experience | | |
| Project management experience with evidence of successful delivery of significant and complex projects including the identification, recording and tracking of expected benefits from the project during the project lifetime. | Y | |
| Experience of using Microsoft Applications including Word, Excel, MSProject, MS Visio, PowerPoint. | Y | |
| Experience of application of recognised project and/or programme management methodology. | Y | |
| Proven experience of project management, liaising with managers and staff at all levels. | Y | |
| A knowledge of Business Improvement and supporting technologies would be an advantage. | Y | |





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| Experience of managing staff. | Y | |
| Proven experience and evidence of working with 3rd party providers, suppliers or consultants in the delivery of significant and complex projects. | Y | |
| To be able to demonstrate an understanding and commitment to Equal Opportunities policy and practice. | Y | |

| Purpose Details | |
|------------------------|--|
| Service Purpose | <p>To drive, lead and manage major and complex change at pace to increase the efficiency and improved outcomes for Wokingham, ensuring involvement and engagement with key stakeholders. Working collaboratively with the senior leadership team of the Council and stakeholders to deliver the objectives of the Council's Change Programme.</p> <p>Responsible for the successful implementation of Complex Change programmes within the organisation, ensuring benefits are realised and delivered within the timescales agreed.</p> <p>To build effective relationships with Directors and their leadership teams, embedding the new behaviours and culture of continuous improvement, to ensure successful Programme outcomes for the future.</p> <p>This service is responsible for the creation of the Digital Strategy and ambition of the Council, focusing on the adoption of technology to improve the customer experience.</p> |
| Role Purpose | <p>The post will be part of the DDaT team providing project management services.</p> <ul style="list-style-type: none"> To work Independently leading on high value procurements and the delivery of high profile Council IT projects To plan, implement and deliver major, complex and transformational technology projects to time, cost and quality enabling the required benefits to be realised. To run projects in accord with approved project management methodologies (currently adapted PRINCE2) To be part of and contribute to the operation of the Council's Technology Programme function including management of the Project Portfolio Management process. <p>The post will be judged by its ability to deliver the agreed project objectives, to time and within budget.</p> |

| Supervision and Relationships | |
|-------------------------------|---|
| Supervision Received | Monthly professional supervision from Service Manager |
| Supervision Given | Provided through Project Governance |
| Contacts | <ul style="list-style-type: none"> Heads of Service, Service Directors and staff across other directorates and the wider organisation. External suppliers and 3rd parties PMO team and wider project resources DDaT team |





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Resources/Budget Management

Budget dependant on Project scope and resources

Special Requirements

- Ability to travel to a variety of locations across the borough as necessary.
- Diving license is required.

| Occupational Health Risk Assessment | Details |
|---|---------|
| Skin/Respiratory Sensitisers | N |
| Working at Height | N |
| Exposure to Noise (>80-85dB) | N |
| Confined Spaces | N |
| Frequent Display Screen Equipment Use | Y |
| Driving for Work | Y |
| Hand Arm Vibration | N |
| Lone Working | N |
| Healthcare/Social Contact with Patients | N |
| Blood Borne Viruses Exposure | N |
| Food Handling | N |





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| Working with Animals | N |
| Specialised Medical Screening | N |
| Night Working | N |
| Safety Critical Work | N |

| Nature of the Role | Details |
|--------------------------------------|---|
| Healthcare or Hospital Work | <Y/N> |
| Working with Children (under 18) | <Y/N> |
| Working with Elderly/Disabled Adults | <Y/N > |
| Work Environment Details | <Provide location/work setting details> |

| Role Involvement | Details |
|--|---------|
| Working with Children | N |
| Working with Vulnerable Adults | N |
| Both of the Above | N |
| Providing Care/Supervision for Children | N |
| Providing Care/Supervision for Vulnerable Adults | N |
| Both of the Above | N |
| None of the Above | N/A |

| Disclosure and Barring Service (DBS) | Details |
|--------------------------------------|--|
| DBS Requirement | N/A |
| Eligibility Tool | Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK) |

| Re-checks |
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| N/A |





WOKINGHAM
BOROUGH COUNCIL

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Evaluation Declaration

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| Date of Evaluation: | Oct 2025 |
| Evaluated by: | Portfolio Manager |

