RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	
Post Title:	Digital Projects Officer
Unit/Team:	Data, Insights and Automation (DIA)
Grade:	D
Service:	Digital and Communications
Reports to:	Snr. Automation and Data Engineer
Issue Date:	1 December 2025

PURPOSE OF THE JOB

To manage and support the delivery of DIA projects from initiation through to implementation, ensuring they are well-governed, delivered on time and within budget, and achieve the expected operational and financial benefits. The postholder will act as the key bridge between services, technical DIA staff and corporate governance (including the AI Ethics Board and Transformation programmes).

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Project Management

1.1 Plan, coordinate and monitor DIA projects using appropriate project management methods and tools.

1.2 Maintain project documentation, risk and issue logs, and highlight reports for senior officers and Members.

Stakeholder engagement and change

1.3 Work closely with services to understand needs, secure buy-in, and manage expectations throughout DIA project lifecycles.

1.4 Support change management activity including communications, training, and user adoption for new automated processes and tools.

Benefits and performance

1.5 Help define and track project-level benefits (cost avoidance, cost savings, hours saved), ensuring alignment with Cabinet benchmarks for the DIA function.

1.6 Coordinate collection of baseline data and post-implementation metrics.

Governance and compliance

1.7   Ensure DIA projects follow agreed governance processes, including AI Ethics Board referrals, Data Protection Impact Assessments (DPIAs) and Information Governance approvals where required.

1.8   Support preparation of reports and papers for Cabinet, Council or other corporate boards as required.

Support to DIA team

1.9   Provide day-to-day support to the Snr. Automation and Data Engineer and Automation & Data Engineer in scheduling, coordinating workshops, and managing dependencies with other digital and transformation projects.

2.   OTHER DUTIES AND RESPONSIBILITIES

2.1   Contribute to wider Digital and Communications projects where DIA expertise is relevant.

2.2   Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3.   SUPERVISORY RESPONSIBILITIES

No direct line management responsibilities.
May coordinate tasks of officers from other services contributing to DIA project delivery.

4.   FINANCIAL RESPONSIBILITIES

No direct budget management, but responsible for delivering efficiencies and savings as set out in DIA project business cases.

5.   RESPONSIBILITY FOR ASSETS AND DATA

Responsible for secure handling and storage of project documentation and data used within DIA projects, in line with Council policies.

6.   EXTENT OF PUBLIC CONTACT

Primarily internal contact with officers, managers and project teams.

Limited external contact with suppliers and partner organisations for technical support and collaboration.

7.   WORKING CONDITIONS AND ENVIRONMENT

Office-based and remote working in line with corporate policy.

8.   CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9.   KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder   Date

Post: Digital Projects Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of managing or supporting digital / transformation projects	E	A, I, R
Strong organisational skills with the ability to manage multiple workstreams and deadlines	E	A, I
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Ability to engage and influence stakeholders at all levels, including senior officers and Members	E	A, I
Experience of benefits realisation or performance measurement (e.g. identifying and tracking savings and efficiency gains)	E	A, I
Good understanding of digital, data or automation concepts (does not need to be highly technical)	E	A, I
Knowledge of project management methodologies and tools	E	A, I
Awareness of information governance, data protection and ethical considerations in digital projects	E	A, I, R
A commitment to work within our CAN DO values	E	A, I
Relevant project management qualification (e.g. PRINCE2, Agile) or willingness to work towards one	D	A,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D