

## Post Specification

<b>Date</b>	<b>January 2024</b>
<b>Post Group Number</b>	<b>6674</b>
<b>Post Title</b>	<b>ICT Project Manager</b>
<b>Job Family</b>	<b>Regulation &amp; Technical</b>
<b>Job Family Role Profile</b>	<b>RT12</b>
<b>Final Grade</b>	<b>Grade 12</b>

To be read in conjunction with the [job family role profile](#)

### Service Area description

This role will be part of the Westmorland & Furness ICT Service, Enabler Services Directorate.

This post will report to the ICT Programme Manager

### Purpose of this post

- Leading on a portfolio of ICT change projects across the organisation, ensuring the successful and timely delivery of projects.
- Supporting the ICT Programme Manager with technical advice, ICT project advice, project planning and other related programme management issues.

### Key job specific accountabilities

- To proactively lead and manage a range of ICT projects including management of ICT resource, relationships with the customer, project sponsor, stakeholders, and third parties/vendors for the successful execution of the project.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility to enable tangible, measurable and sustainable outcomes to be achieved
- Ensure that projects are delivered on-time, within scope and within budget.
- Undertake research involving suppliers, partners, peer organisations and representative bodies as appropriate to determine best practice and innovation relevant to the project
- Develop a detailed project plan and associated project documentation to manage the project in line with corporate project/programme management methodologies, adopting a proportionate risk based approach to manage changes in project scope, schedule and costs
- Lead on the creative resolution of issues, assessing and mitigating against risk
- Working closely with ICT Service Management, Senior Responsible Officers, Corporate Contracts & Procurement Team and Legal Services colleagues, manage elements of the procurement process at various values and complexity to procure new and replacement systems.
- Working with staff across various teams, support the transition between 'as-is' and 'to-be', ensuring implementation and benefit realisation plans are in place.
- Ensure that any change captures learning that can provide intelligence across the whole organisation including the preparation and delivery of reports/presentation to stakeholders.

Please note annual targets will be discussed during the appraisal process

### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>Responsible for management of project expenditure and working within project budgets.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>Organise and co-ordinate the work of staff and managers across various teams to deliver the project.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>Degree level qualification and / or equivalent relevant knowledge and experience.</li> <li>Local Government procedures</li> <li>Experience of developing and delivering ICT projects in a large and complex organisation including leading teams and individuals.</li> <li>Extensive knowledge and experience of the project management lifecycle</li> <li>Ability to work under pressure and to challenge existing practices, and to effectively manage competing priorities and deadlines</li> <li>Knowledge of public sector regulations, procurement practice and procedures</li> <li>Organisational skills to co-ordinate and manage tasks completed by other members of staff</li> <li>High level of communication skills and the ability to write clear, concise, coherent reports</li> <li>Good interpersonal skills, including negotiating, people management, motivation</li> <li>Excellent client-facing and internal communication skills</li> <li>Excellent written and verbal communication skills</li> <li>Solid organisational skills including attention to detail and multi-tasking skills</li> <li>Evidence based approach to decision making</li> <li>Problem solving ability</li> <li>Customer focussed approach and commitment to excellent customer service</li> <li>Ability to constructively question</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> <li>○</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>Working with minimal emotional demands</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Minimal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>Minimal – Agile with instances of being office and Directorate based locations in Westmorland &amp; Furness</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li></li> <li></li> </ul>	