

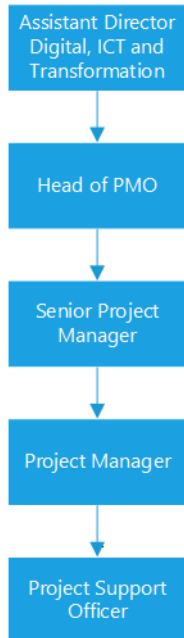
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Corporate Services
SECTION:	Digital, ICT and Transformation - PMO
LOCATION:	Number One Riverside
JOB TITLE:	Project Manager
POST NUMBER:	
Grade:	Grade 8
Accountable to:	Senior Project Manager
Accountable for:	
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. This post is not Politically Restricted in accordance with the current regulations The successful post holder must be able to work flexibly and on occasions work out-of-hours with reasonable notice, as per the needs of the service

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To deliver a professional and informed consultancy and implementation management service, including:

- taking responsibility for the day-to-day management and implementation of technology and business change projects.
- understanding, documenting, analysing and advising on business services and processes as they relate to ICT systems
- liaise with Business Analysts on documenting changing requirements in relation to ICT systems
- advising on ICT solution selection
- supporting customers in relation to procurement of business information systems
- identifying, planning and managing the implementation of ICT solutions to meet business needs
- ensuring all activity maximises return on investment and delivers maximum value for money

Control of Resources

Personnel

This is subject to change as the role operates in a matrix management method. Different staff will report into this role and this role will report into different staff depending on the nature of the work and project plans

Financial

To perform financial assessments in the form of Value for Money, Return on Investment and Total Cost of Ownership studies on technical ICT based systems

Equipment/Materials

Access to software will be reviewed by Service Delivery and Security Manager and assigned / implemented using the change management process.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Reporting to the Senior Project Manager and working alongside the PMO team and stakeholders across the organisation that are relevant to transformation programmes and projects. Colleagues in ICT Services, officers within the wider authority, Leadership, Councillors, partners, school staff and Trade Union officials.

External

Community groups, voluntary organisations, members of the public, partners from external agencies, training providers and suppliers of goods and services.

Responsibilities

The post holder must -

- i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Develop robust business cases for ICT and on behalf of the business, identifying benefits, costs, resources, deliverables and timescales and translate business and technical requirements into detailed specifications.
2. Preparation of project plans detailing all activities and resources required to deliver projects to agreed time, cost, and quality standards.
3. Manage technology and business change projects from initial mandate through to development and delivery; ensuring projects and solutions are delivered within the timescales, budget and quality expected.
4. Implement sufficient controls to ensure that all risks are minimised, mitigation plans are in place and issues are pro-actively identified and managed.
5. Recognise and manage project interdependencies, conflicts across projects and escalate to the Senior Project Manager/Programme Manager and senior management where appropriate.
6. Maintain an up-to-date understanding of the planned and existing technical infrastructure: how it inter-operates; dependencies and limitations and utilize this to develop system and solution specifications through consultation of technical and business experts.
7. Build on current understanding to stay informed about emerging technologies and digital trends and assess their suitability to the organisation.
8. Provide informed recommendations on the most suitable solutions to enhance service delivery, operational efficiency and value for money. Ensure comprehensive project documents is complete, current and stored appropriately.
9. Ensure adherence to best practice Project Management principles (e.g. PRINCE2, Waterfall, Agile) and processes in all projects managed, clearly defining customer expectations prior to implementation through a methodical approach to requirements capture and solution design.
10. Lead meetings, workshops, and presentations; demonstrating high levels of communication, persuasion, and collaboration. Prepare reports and briefings for senior management and stakeholders as required.
11. Guide the business in its decisions in relation to ICT, making use of technical expertise both within the ICT service and external to the Council in providing sound technical advice to the business.

12. Ensure all agreed processes around projects, review and analysis, prioritisation, tracking, scheduling and implementation are understood and followed by ICT operational teams.
13. Act as owner of any tickets raised by ICT teams that relate to projects and liaise with stakeholders as required to resolve all tickets in a timely manner.
14. Plan, monitor and report on progress of individual projects to the Senior Project Manager/Programme Manager, Head of PMO, Leadership and individual project boards as needed.
15. Continuously analyse project viability in relation to deliverables, benefits, timescales, risks, issues and cost; intervening or escalating when appropriate and producing any necessary reports promptly.
16. Identify and facilitate the training and development associated with the introduction of new IT systems.
17. Develop strong and influential networks and partnerships that drive forward innovation and improvement.
18. Ensure effective communication at all levels across the council for those involved in, or affected by, projects.
19. Engage with business areas to understand their future plans for ICT systems and any new requirements: documenting and relating to existing infrastructure / systems and feeding into overall ICT plans and architectural strategic design.
20. Provide the capability to recognise and exploit where information systems can improve business processes and deliver business efficiencies through new and alternative approaches.
21. Document, analyse, and optimise business processes in the wider Council, identifying tangible business benefits (financial and non-financial) that can be achieved through changes to ICT systems and/or implementation of new ICT solutions.
22. Manage, monitor and motivate any cross functional team(s) or person(s) assigned to the project or allocated work package(s), providing coaching, mentoring, or skills transfer where appropriate.
23. Present information at various stages throughout projects, influencing, persuading and negotiating on complex issues where required.
24. Liaise with all areas of IT Service Management to ensure sufficient on-going support and maintenance arrangements and resources.
25. Contribute towards the identification and documentation of ICT business systems, relationships between systems in the ICT Service catalogue, and relationships between those systems and related business processes.
26. Translate business and technical requirements into detailed specifications procurement.
- 27.** Enable culture change and embedding business change in services by supporting employees to see the potential in new ways of working and to overcome fears and resistance to change.
28. Ensure all activity aims to lower 'total cost of ownership' (TCO), drive 'value for money' (VfM) or see a 'return on investment' (ROI).

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
3. We operate in a Matrix Management environment with both people (line) managers and assignment managers (for project work), the postholder must be willing to work in this way when required.
4. Undertake training and development to enhance existing skills, as and when required by your manager.
5. Keep up to date with departmental and Council information, by attending meetings, seminars, reading appropriate communications and discussions with colleagues.

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Able to work flexibly and on occasions work out-of-hours with reasonable notice, where required	E	AF, I
(b) Qualifications, skills and knowledge		
1 Have Prince2 or Agile Project Management Foundation and Practitioner qualifications. Have equivalent experience with a demonstrable ability and willingness to learn and obtain a current qualification in the future	E	AF
2 Good communicator and experienced in developing good working relationships with other team members, senior managers, third party suppliers and customers	E	AF, I
3 Able to work under pressure, review and re-prioritise your workload to meet shifting deadlines	E	I
(c) Experience		
4 Have experience of establishing and agreeing deliverables, plans, resources and funding relating to transformation and change projects prior to implementation	E	AF, I
5 Experience of collaboratively working with stakeholders to manage transformation and change projects from initial mandate through to development and delivery; ensuring solutions are delivered within the timescales, budget and quality expected	E	I

6	Experience of implementing sufficient controls to ensure that all risks are identified and minimised with mitigation plans in place	E	AF, I
7	Experience of managing and influencing stakeholders to embrace change and achieve customer-focused, highly usable business solutions	E	I
8	Experience of maintaining accurate and up-to-date project documentation	E	AF, I
9	Experience of analysing project viability in relation to deliverables, benefits, timescales, risks, issues and cost; intervening or escalating when appropriate and producing any necessary reports promptly.	E	AF, I
10	Experience in developing effective working relationships with the wider business, customers, third parties and partners; ensuring effective communication at all levels across the council for those involved in, or affected by, projects; presenting information at various stages throughout projects, influencing, persuading and negotiating on complex issues where required and liaising with all areas of IT Service Management to ensure sufficient on-going support and maintenance arrangements and resources.	E	I
(d) Behaviours and Values			
9	Approach the job at all times using the values set out below: •Proud of the difference we make; •Passionate about the diversity of the Borough; •Pioneering and Open in our approach. Please confirm you are willing to adhere to these values and behaviours.	E	AF/I

Job Description prepared by	<u>Stacey O'Connor</u>	Date	<u>18Dec25</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>