

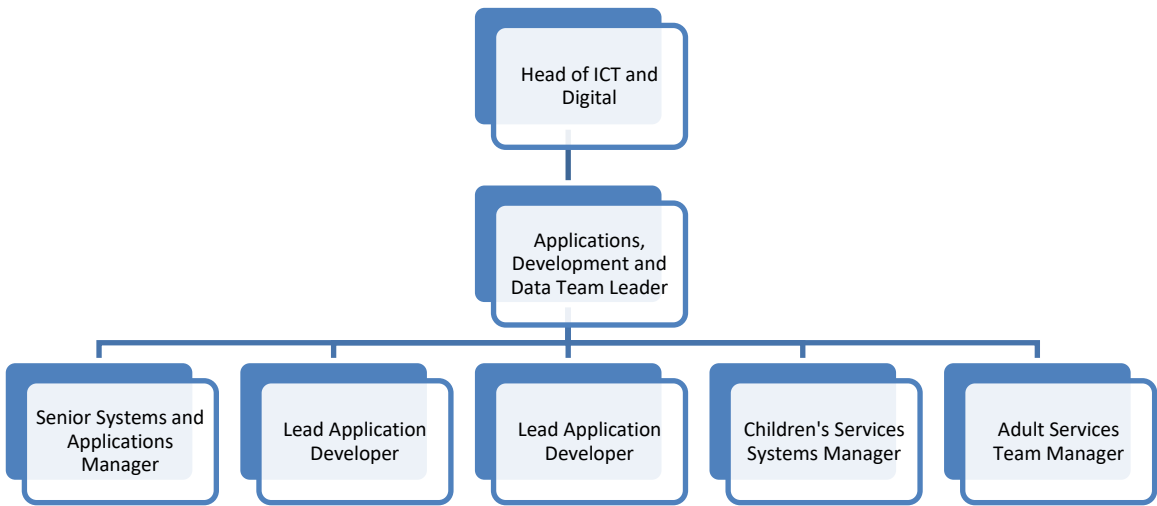
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE	:	CORPORATE SERVICES
SECTION	:	DIGITAL, ICT AND TRANSFORMATION
LOCATION	:	FLOOR 2, NO1 RIVERSIDE, SMITH STREET, ROCHDALE
Job Title	:	Applications, Development and Data Team Leader
Grade	:	SM2
Accountable to	:	Head of ICT and Digital
Accountable for	:	MIS Applications Team, Application Lead Developer, Adult Care System Team and Children's Services Team
Hours of Duty	:	37 flexible working hours. A work-life-balance scheme is in operation
Any Special Conditions of Service		Occasional evening or weekend work for which there will be compensation in accordance with local conditions of service. This role is expected to perform a reasonable amount of out of hours work given reasonable notice. This role is expected to be part of an 'on-call' / 'on standby' scheme within ICT. Requirement to travel within and outside the Borough. Requirement to travel within, and outside, the Borough. For car owners, casual car allowance is payable. The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

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 lead and manage multi-disciplinary teams responsible for the development, support and optimisation of core business applications, digital platforms and automation solutions across the Council. This role will ensure that technology and data underpin excellent service delivery, enables smarter ways of working, and drive innovation through the strategic use of AI, automation and advance analytics.

The role will drive innovation, champion the utilisation of artificial intelligence (AI) and automation where appropriate, support digital transformation and ensure compliance with legislative requirements (e.g. GDPR, accessibility, cyber security) whilst maintaining operational security. The postholder will ensure the efficient delivery, enhancement and integration of line-of-business applications and systems, enabling services to operate effectively and deliver excellent outcomes for residents, in delivering secure, innovative, and user-focused digital solutions that support the council’s strategic objectives.

The role includes line management of four specialist teams—Development, Applications, Adult Care Systems, and Children’s Services Systems—and drives the adoption of AI and automation to improve service delivery, operational efficiency, and data-driven decision-making.

Control of Resources

Personnel

The post will have managerial responsibility for four specialist teams within ICT, Development, Applications, Adult Care Systems and Children's Services Systems

Financial

Manage any assigned capital and revenue spend within a specific area of the ICT Service portfolio budget or specific project allocation.

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

The post holder will be responsible for a delegated portion of the ICT Services budget and will contribute to the management of departmental financial targets, which includes:

- To be part of the departmental team responsible for budgetary control
- The formulation of plans to ensure financial stability
- The planning and instigation of cost improvement plans
- The preparation of costing for forecasting and financial planning

Equipment/Materials

Access to all ICT data centres, server rooms, servers, administration software and network equipment will be approved 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)

- Manage and maintain a close relationship with other service leads across ICT to ensure a consistent and coherent service across all applications and processes.
- Builds relationships and negotiates with external suppliers.
- Business engagement and stakeholder management
- Can influence by presenting ideas and information to people at all levels

Responsibilities

The postholder 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.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.

Principal Duties

Strategic Leadership and Vision

- Provide clear leadership to application support, development, data and AI/Automation Teams.
- Shape and deliver the Council's digital and data vision, ensuring innovative use of technology to enhance services and decision making.
- Horizon-scan emerging technologies and data trends, assessing their potential for impact and improvement and proactively network with other organisations primarily in the public sector in order to learn from others and continuously improve
- Develop and maintain application, data and digital roadmaps that align with the Council's transformation strategy.

Applications Management

- Oversee the support, configuration, integration and lifecycle management of the Council's application portfolio.
- Ensure business applications meet agreed SLAs for availability, performance and security.
- Work with service areas to identify opportunities for system optimisation and process automation, including the use of AI driven tools.
- Embed best practice in Agile, DevOps and ITIL methodologies to improve system delivery and reliability.

Development, Automation and Integration

- Lead the design, development and implementation of new digital solutions, system integrations and enhancements to existing applications.
- Promote the use of AI, robotic process automation (RPA) and low code/no-code platforms to improve efficiency, accuracy and service delivery.
- Ensure development follows secure coding, accessibility and interoperability standards.
- Evaluate emerging AI and automation technologies for potential adoption

in line with the Councils digital strategy.

- Co-create digital and data driven solutions with service areas that deliver tangible outcomes.

Governance and Compliance

- Ensure all applications, AI models and data systems comply with security, privacy and accessibility standards.
- Manage vendor relationships, contracts and licensing for supported systems.
- Lead on risk management, incident response and audit preparation for relevant systems.

Finance and Resources

- Manage budgets and resources effectively, ensuring value for money.
- Support business case development for investment in digital, data and AI solutions.
- Oversee supplier management and procurement of data and digital services

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

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer or facilitator. Mentor engineers and support their development as is required
- 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 post-holder (and if he/she so wishes, with his/her Trade Union representative)
- 3 ICT operates in a matrix management environment with both people (line) managers and assignment managers (for work), the post holder 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

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Head of Service _____ Date _____

Rochdale Borough Council

Person Specification

Directorate :	Corporate Resources	Post:	Applications, Development and Data Team Leader
Service :	Digital, ICT and Transformation	Post Number :	
Job Ref:		Grade:	SM2

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 Willingness to work flexibly, including out-of-hours work to support critical services.	E	AF
(b) Qualifications and Experience		
2 Degree in Computer Science, Information Systems, or a related field (or equivalent experience).	E	AF,I production of certificate at interview (if applicable)
3 Relevant professional certifications (e.g., ITIL, PRINCE2, Microsoft Certified, etc.).	D	AF
4 Experience implementing AI, automation, or intelligent data solutions within a large organisation	E	AF/I
(c) Skills and Knowledge		
5 Proven experience of leading teams in ICT, applications management, development and data services within a complex organisation.	E	I
6 Demonstrable experience in strategic planning and delivery of ICT, data and digital transformation initiatives.	E	AF/I
7 Experience in managing line of business applications and developing/implementing innovative digital and automation solutions.	E	I
8 Experience of leading and successfully managing multi-disciplinary technical teams.	E	AF
9 Track record of delivering outcomes that improve organisational efficiency, service delivery and customer experience.	E	I

10	Experience of managing budgets, resources and performance within an ICT service area	E	I
11	Strong understanding of ICT operating models, applications lifecycle management, data governance and information management.	E	AF/I
12	Knowledge of emerging technologies, automation and data driven approaches that can improve local government services.	E	AF/I
13	Awareness of local government challenges, priorities and the role of data and digital in supporting transformation.	E	AF/I
14	Strategic leadership and the ability to translate organisational vision into ICT and data strategies	E	AF/I
15	Ability to inspire, develop and manage high performing team, fostering a culture of innovation, accountability and continuous improvement.	E	AF/I
16.	Ability to work collaboratively across organisational boundaries and with external partners.	E	AF/I
17	Knowledge of Adult Social Care and Children's Services systems	E	I
18	Understanding of DevOps, modern development practices, cloud technologies and service management frameworks	E	I
19	Knowledge of information governance, cyber security, GDPR and public sector compliance requirements	E	AF/I
(d) Behaviours and Values			
20	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 Please confirm you are willing to adhere to these behaviours.	E	I