



Your job

Job Title: Transformation Project Officer (Strategy & Innovation)

Service: Policy and Programmes

Grade: G7

Reporting to: Transformation Programme Manager

Wigan Council is an amazing place to get great things done. Winning Council of the Year 3 times across Public Sector Awards in the last 5 years. We have a culture that fosters positivity, courage, accountability, and kindness, rooted in asset-based ways of working, that make a difference for our residents.

Our Borough is made up of a collection of 14 brilliant towns making one great place to live, work and visit. Our residents are proud of the strong towns we have created together along with historic villages and a wealth of green spaces our borough has to offer.

We are at an incredibly exciting time here in Wigan as we embark on a bold New Era with our residents, communities and businesses. Progress with Unity is a new movement for change for the decade ahead built around our unique way of working with a commitment to two emerging missions:

- Create fair opportunities for all children, families, residents and businesses by breaking down the barriers that create financial, health, education and environmental inequalities in our borough;
- Make all our towns and neighborhoods flourish for those who live and work in them _ as a genuine partnership with our residents and businesses, who know our communities best, we will help each town and village in the borough to celebrate and maintain their identity

whilst understanding and helping to achieve what is needed to thrive.

The Transformation Project Officer will support the delivery of the Council's key corporate transformation plans, as outlined in our new missions.

In this role you will be required to:

- Support the Transformation Programme Manager, Directors and Service Managers to deliver a range of exciting programmes and projects.
- Project Officers support cross-cutting teams to deliver projects, ensuring that actions are allocated and progressed by the project team.
- Project Officers ensure monitoring information about project progress is collected and shared and that project documentation is in place and up to date.
- Project Officers also conduct research into best practice and innovation and use project management techniques to support transformation and change.
- Project Officers will also support strategy and policy development and prepare for inspections and external visits.

Transformation Project Officers are line-managed by Transformation Programme Managers. This role works closely with project sponsors (typically Service Managers, Assistant Directors, and Directors), and other managers across the Council, including the Joint Intelligence Unit, HR, Finance and IT, as well as external partners.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

On an ongoing basis you will:

- Assist colleagues across Directorates to deliver and monitor a range of projects that deliver transformational change in line with our Progress with Unity missions.
- Work with colleagues across Directorates to develop and maintain good governance and project assurance arrangements.
- Support strategy and policy development by producing briefing notes, policy updates and presentations.
- Co-ordinate the production of minutes, highlight reports and other key project documentation to aid project teams and boards.
- Deliver projects to support the wider transformation programme.
- Undertake research into best practice and the work of other authorities.
- Utilise project management tools and techniques to inform service improvement and programme delivery.
- Co-ordinate the reporting of the Council's Corporate Transformation programme including interdependencies, and how these support our Progress with Unity missions.
- Co-ordinate the planning of inspections and external visits and act as a point of contact.
- Set up SharePoint/Microsoft Teams sites to ensure an audit trail of decisions and appropriate management of shared information that is version controlled.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Experience of supporting managers to deliver transformational change programmes.
- Experience of working on service improvement projects and being part of a team that has achieved sustainable results.
- Experience of working in complex project environments and experience of working with external partners.
- Experience of preparing a wide range of communications including briefings notes, policy updates, reports and presentations.
- Experience of conducting research and can prepare and present quality information and data in a range of accessible formats.
- Excellent communication skills, and confident in communicating with elected members, senior managers, partners, service staff and residents.
- Experience of supporting decision-making meetings, including developing agendas, taking action notes, and following up actions.
- Ability to engage positively with new challenges and new development with resilience when things do not go exactly to plan.
- Experience of working in project groups, and of working independently to deliver projects.
- Good level of ICT skills with experience and competent knowledge of MS Word, Excel, PowerPoint and other associated software.
- A wide range of experience and can demonstrate evidence of continual professional development.
- Ideally is training for a qualification in project management e.g. PRINCE2

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”