

BTS LEAD OFFICER - PROJECT MANAGEMENT			
Reference No.	G055.01	Type	Generic
Service	Business Technology Solutions		
Job Family	Professional 3	Grade	FC9

Purpose
Managing complex IT Projects, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales and quality.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Taking full responsibility for defining, documenting, facilitating, and successfully completing complex projects, ensuring realistic project, quality and risk plans are prepared and maintained at all times.	<p>Extensive experience in managing large scale, complex IT projects across an organisation (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Relevant Project Management qualification, for example Prince 2, Diploma in Programme and Project Management</p> <p>Educated to SCQF level 9 which includes a Degree / BCS Part II or equivalent or has equivalent relevant experience</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Working with colleagues to understand dependencies between projects and work collectively to help identify strategic priorities.			

Role Profile

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Undertaking the administration of project change control, including use of configuration management systems.	Knowledge of council's Project Management framework		✓
Monitoring and managing lifetime revenue and capital costs against the project budget.	Experience in monitoring and managing budgets	✓	
Managing communications with, and expectations of all project stakeholders. Preparing reports and delivering presentations to project control boards, project assurance teams and quality review meeting participants.	Communication skills Customer Service/care skills (Focus on customers) Ability to translate complex information into clear customer focussed language Presentation skills Report writing skills	✓ ✓ ✓ ✓ ✓	
Monitoring and controlling available resources. This will require the development, production and maintenance of time, resource, cost and exception plans.	IT Skills (Embrace technology and information) Experience of a project management toolset Experience of Microsoft Project	✓ ✓ ✓	✓
Monitoring progress against expected outcomes to ensure these continue to be achievable.	Experience of monitoring performance against objectives to deliver expected outcome (Deliver results)	✓	
Reporting progress and performance of projects, including those performed by third parties under contract.	Experience of project work which has delivered required outcome, including efficiencies or savings	✓	

E = Essential Criteria D = Desirable Criteria

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Analysing performance and maintaining metric data and estimating models.	Analytical skills	✓	
Managing the tendering process from production of tender through to purchase of product in conjunction with Council financial regulations and procurement policies.	Experience of preparing and evaluating tenders for the procurement of solutions, infrastructure products, consultancy and services Knowledge of council's tendering processes and procedures	✓	✓
Ensuring sound business and technical guidance is provided to the IT Management / Services / Project Boards on IT solutions which provide best value and meet the business requirements of the Council.	An ability to understand where crucial technical and business decisions have to be made and the ability to provide professional advice	✓	
Ensuring projects are transitioned into a support environment in a tested, planned and manageable manner and that review points for the lifespan of the solution are identified.	Understanding of an ICT environment, including the lifecycles of ICT solutions	✓	
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements.	Knowledge of FOI and data protection Legislation	✓	
Providing Professional Leadership and support to the project team and others through; <ul style="list-style-type: none"> • personal and team development, • coaching, • managing attendance, performance and conduct project work, • fostering knowledge sharing within and across teams. 	Considerable experience of managing multi-functional and specialist teams, including third parties Ability to motivate others to perform to the highest standards	✓	✓

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Building strong relationships with colleagues and partners to ensure work is integrated with and supports other relevant work in the council and wider community.	Experience of successful collaborative working with partners in both public and private sector (Work together)	✓	
Working with other areas of the council and partners to ensure transformational change is delivered	Experience of working on transformational change projects	✓	
Developing and implementing opportunities to work more effectively with partners.			
Contributing to the ongoing development and delivery of ICT policies and procedures.	Experience in the development of policies and procedures within in IT environment	✓	
Ensuring there is a business perspective on how new technical capabilities will be delivered to the business, including planning around key business cycles and selecting appropriate customers for migration.	Experience of providing a business perspective on technical issues	✓	
Ensuring that new projects deliver the correct business processes.	Experience of dealing with the business impact of change	✓	
Analysing the overall security, risk management, business continuity and disaster recovery for all projects on behalf of the Service and the Council.	Risk management Qualification Experience in undertaking risk analysis Knowledge and understanding of the requirements of business continuity and disaster recovery	✓ ✓ ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results