BTS PROJECT CO-ORDINATOR

Reference No.	G053.01	Type	Generic
Service	Business Technology Solutions		
Job Family	Professional 2	Grade	FC8

Purpose

The management of medium scale 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 the definition, approach, facilitation and satisfactory completion of medium scale projects, typically with direct business impact and firm deadlines.	Experience in managing medium scale IT projects across an organisation	✓	
	Experience in project work which has delivered required efficiencies or savings (Deliver results - See 'How We Work Matter' Framework)		✓
Ensuring realistic project plans are maintained and projects are completed within agreed cost, time and resource tolerances.	Relevant Project Management qualification, e.g. Prince 2		✓
	Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent preferably in a computing related subject, or equivalent relevant experience	✓	
	Knowledge of council's Project Management framework		✓
Identifying, assessing and managing risks to the success of the project.	Risk management Qualification		✓
	Experience in undertaking risk analysis	✓	

E = Essential Criteria   D = Desirable Criteria

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
Managing the change control procedure.	Understanding of Change Control processes	✓	
Monitoring and managing lifetime revenue and capital costs against the project budget.	Experience of monitoring and managing budgets	✓	
Ensuring regular, accurate and appropriate communication with stakeholders using a range of methods.	A persuasive and effective communicator (Focus on customers)	✓	
	Ability to translate complex information into clear customer focussed language	✓	
Monitoring expected outcomes to ensure these continue to be achievable.	Effective IT Skills (Embrace technology and information)	✓	
Tracking and reporting progress and performance of projects.	Analytical skills	✓	
Maintaining all documentation, including project files.	Organisation skills	✓	
	Knowledge of Sharepoint		✓
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 projects are transitioned into a support environment in a tested, planned and manageable manner.	Experience of quality assurance processes	✓	
	Significant experience of working within the ICT Industry	✓	
Identifying review points for the lifespan of the solution.	Knowledge and Understanding of the lifecycles of ICT solutions	✓	

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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
Contributing to business transformation within the Council, alongside our Community Planning partners.	Experience of joint working	✓	
Responsibility for defining, planning and justifying (in business terms) projects to develop/implement.	Ability to produce reports detailing Total Cost of Ownership and Return on Investment	✓	
Providing effective leadership to the project team and taking appropriate action where team performance deviates from agreed tolerances.	Experience of leading a multi-functional and specialist team	✓	
	Ability to motivate others to perform to the highest standards	✓	
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 (Work together)	✓	
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements.	Knowledge of FOI and data protection Legislation	✓	
Contributing to the development and delivery of the ICT Service Improvement Plan and contributing to the ongoing development and delivery of ICT Standards, procedures and guidelines.	Experience in the development of processes, procedures and guidelines	✓	
Responsibility for ensuring that there is a business perspective on how new technical capabilities will be delivered to the business, including planning around key business cycles, selecting appropriate customers for migration.	Ability to provide a business perspective on technical issues	✓	
	Ability to understand the business impact of change	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

E = Essential Criteria   D = Desirable Criteria

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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**

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 ☐	PVG Protected Adults ☐	PVG Both ☐	None ☐
	Basic Disclosure ☒	Standard Disclosure ☐	Enhanced Disclosure ☐

Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
• Skills Framework (if applicable) • **How** we work matters	• Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results

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