

ROLE DESCRIPTION

Job Title	Digital and IT Junior Project Manager
Salary Band	27-32
Reporting to	Digital and IT Programme and Portfolio Manager
Directorate	Corporate Services
Service Area and sub area	Digital Services
Team	Digital Design & Delivery
Political Restriction	None

1. Primary Purpose of the Post

This role will lead on a number of IT and Digital Services projects delivering a wide variety of hardware and software solutions to staff and the citizens of the city region. The role will use Prince2 and Agile project management methodologies, tools and templates depending on the nature of the project.

2. Your responsibilities

- Leading and managing several small projects through all stages of initiation, delivery and close within time, cost and quality parameters. Turning evidence into action by developing the scope of projects, planning key activities and milestones, and driving forward their delivery.
- Supporting Project managers on larger complex projects
- Building up sufficient technical (hardware, software, licenses etc.) and sector-specific knowledge as appropriate to lead assigned projects.
- Forging collaborative relationships with key project stakeholders including project sponsors and external parties such as local authorities, suppliers and subject matter experts.
- Working with colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework.
- Work with the LCRCA Procurement and Legal teams to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.
- Budget management - working closely with project team, finance and audit functions to ensure that there is thorough understanding of the financial position of each project.



- Building relationships with internal and external stakeholders, organising and facilitating project-related meetings, workshops, briefings, engagement and events (including off site).
- Participating in work to continuously improve project delivery at the CA.

The role holder may be required to undertake any other appropriate duties as deemed necessary.

3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Job Title: Digital and IT Project Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) supported by certifications	D	A
Qualification or professional accreditation in IT or Digital technologies	D	A
Experience and knowledge	E = Essential D = Desirable	Identified By
Background in IT/Digital role	E	A / I / P
Demonstrated experience in IT project delivery.	E	A / I / P
Understanding of the Software Delivery Lifecycle	D	A / I / P
Able to work in a fast-paced environment and capable of delivering to short timescales.	E	A / I / P
Experience using project management methodology and tools including tracking project plans, risks, issues, decisions, change control, lesson learned, monitoring and evaluation.	D	A / I / P
Good interpersonal skills, including the ability and confidence to adapt appropriately to people at all levels.	E	A / I / P
Good verbal and written communication skills with attention to detail and experience of drafting business cases, project initiation documents, options appraisals and project highlight reports.	E	A / I / P
Organisation and ability to plan ahead	E	A / I / P
Knowledge/experience of local government / public sector governance and decision-making processes.	D	A
Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
Ability to operationalize Digital and IT projects ensuring robust systems and processes in place to meet the needs of the customers	E	A / I



Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions (e.g. SharePoint, Teams)	E	A / I
Confident and able to make decisions based on evidence.	D	A / I
Personable and professional, leads by example.	D	A / I

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and work to deadlines; strong time management skills are essential	E	A / I
Evidence and commitment to continuous personal and professional development.	D	A / I

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation	AC – Assessment
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