

Job Pack

Project Manager - Digital Transformation



Lewes District Council



Working in partnership with Eastbourne Homes

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Job Description

Post Title	Project Manager – Digital Transformation
Department	Business Transformation Unit
Division	Recovery and Reset Portfolio
Grade / salary	Grade F
Reports to	Projects Team Manager
Date prepared	April 2021

Job Purpose

1. To manage projects(s) within the Lewes District and Eastbourne Borough Councils' Recovery and Reset Portfolio, specifically, as part of the Digital Transformation Programme.

Key Tasks

1. To manage projects within agreed budgets.
2. To capture and define requirements, including data migration, integrations and interfaces.
3. To ensure the system supplier, if applicable, fulfils contractual obligations.
4. To produce project plans and monthly updates.
5. To identify and manage project risks.
6. To write test plans, if applicable.

Corporate Accountabilities

7. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
8. To promote a culture that is supportive of the councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
9. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the councils' activities.
10. To understand and apply the councils' Data Protection and Data Quality policy and procedures.

11. Any other duties commensurate with the nature of the post.
12. Deputise for Manager and cover absence of other team leaders, as appropriate.
13. Work shifts to meet the requirements of the role.
14. You will be required to support the councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
15. To work within the councils' Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united and corporate view.
Managing and Developing Performance	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the councils' priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money.
Managing Change	<ul style="list-style-type: none"> • Embraces, facilitates, implements and manages change to improve and develop services.

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> • Understands the councils' purpose, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Provides the right information to the right people, at the right time, via the right method.

	<ul style="list-style-type: none"> • Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and council.
Self Management – self motivated and professional	<ul style="list-style-type: none"> • Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships. • Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential <ul style="list-style-type: none"> • Educated to degree level or qualified by strong relevant experience. 	Desirable <ul style="list-style-type: none"> • Project, programme and or change management qualifications
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TRAINING

Essential <ul style="list-style-type: none"> • 	Desirable <ul style="list-style-type: none"> • Project, programme and or change management training
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SKILLS & ABILITIES

Essential <ul style="list-style-type: none"> • Project management skills. • Strong communication skills, with the ability to communicate information effectively to a wide range of stakeholders. • Ability to prioritise, meet deadlines and work effectively under pressure. • Committed to high standards of performance and quality 	Desirable <ul style="list-style-type: none"> • Ability to identify and track benefits realisation evidencing continuous improvement.
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KNOWLEDGE

Essential <ul style="list-style-type: none"> • Knowledge of IT systems. 	Desirable <ul style="list-style-type: none"> • Understanding of project and programme management approaches e.g., Prince II, MSP, Agile.
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EXPERIENCE

Essential <ul style="list-style-type: none"> • Previous experience of IT system migrations. • Experience of supplier and contract management. • Implementation of new technologies. 	Desirable <ul style="list-style-type: none"> • Using established project and programme management approaches e.g. Prince II, MSP • Working in a public sector environment
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<ul style="list-style-type: none"> • Implementation of new operating models and significant cultural change. 	
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the councils' <i>Management</i> and <i>Core competency</i> frameworks • An engaging, enthusiastic and positive manner with a strong "can do" approach • Work from home and attend Lewes and/or Eastbourne as required, likely to be infrequent 	<p>Desirable</p> <ul style="list-style-type: none"> • Commitment to lifelong learning and continuous improvement
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band F.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 32	£36,371	SCP 36	£40,578	SCP 40	£44,624
SCP 33	£37,568	SCP 37	£41,591	SCP 41	£45,648
SCP 34	£38,553	SCP 38	£42,614		
SCP 35	£39,571	SCP 39	£43,570		

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Council under its Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks. You may also be asked to become a Rest Centre Manager which involves managing short-term shelter for people who are temporarily displaced from their home as a result of an emergency.

Place of Work

Your normal place of work will be from home, however you will be required to attend the offices at either Eastbourne or Lewes, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

- Budget for and cover the costs of all expenses incurred (including travel costs) to attend Team Meetings or Events, as well as for training at any of the Councils' sites.

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- Budget for and allocate time to travel to appointments in the Councils boundaries where required. For example, visits that need to be performed as part of your role and cannot reasonably or appropriately be carried out remotely.
 - Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.
 - Continue to participate in all meetings as reasonably required, such as 121 meetings, team meetings, attendance management meetings, or consultations on any proposed changes, such as restructures. Where possible and appropriate, these meetings will be conducted remotely but where it is not possible or it is deemed inappropriate for the meeting to be conducted remotely, you will be required to cover all expenses incurred (including travel) for your attendance at said meetings.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months increasing to three calendar months when paid from SCP 40, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the

percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2022 are:

Pay Range	Contribution
Up to £15,000	5.50%
£15,001 to £23,600	5.80%
£23,601 to £38,300	6.50%
£38,301 to £48,500	6.80%
£48,501 to £67,900	8.50%
£67,901 to £96,200	9.90%
£96,201 - £113,400	10.50%
£113,401 - £170,100	11.40%
£170,101 or more	12.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.5% increasing to 6.8% at SCP 34.