

<b>Job Title</b>	Digital Business Partner	<b>Job Number</b>	
<b>Business Unit</b>	Corporate Services	<b>Location</b>	
<b>Completed By</b>	Head of IT & Digital Transformation	<b>Date</b>	July 2022

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<b>Qualifications and Experience</b> Academic, technical and professional			
• IT Industry standard certifications (e.g. MCP, MCSA, CAPM, MBCS,) or relevant experience	✓		Application and Interview
• HND or Degree in technology subject	✓		Application
• ITIL foundation level		✓	Application
• Business Relationship Management Professional (BRMP) Qualification and project management fundamentals or suitable proven experience	✓		Application
<b>Work Experience &amp; Attainments</b> Previous work experience relevant to the job			
• Proven relevant business/professional IT experience at a middle/senior management level in local government or similar large customer facing organisation	✓		Application
• Proven practical experience of developing and managing stakeholder relationship and facilitating collaboration	✓		Application and interview
• Proven experience of working with digitalisation and digital transformation initiatives with ability to connect technology to the strategic big picture	✓		Application and Interview
• Experience of managing change and working with agile methods		✓	Application and Interview
• Proven track record of identifying efficiencies and delivering continuous improvement	✓		Application and interview
• Proven experience of managing portfolio of projects and activities with varying levels of complexity	✓		Application and Interview
• Experience of developing and maintaining portfolio roadmaps	✓		Application and Interview
• Experience of implementing robust risk management arrangements	✓		Application and Interview

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<b>Skills and Competencies</b>			
<b>Communication/Presentation Skills</b> Excellent interpersonal skills, ability to persuade and influence others utilising a variety of communication methods. High level of communication skills.	✓		Application and Interview
<b>Planning and Organisation</b> Achieves results in quality, in a timely and cost effective way. Sets priorities and plans, monitors progress	✓		Application and Interview
<b>Team Working</b> Motivational and collaborative management style that empowers and develops employees	✓		Application and Interview
<b>Innovation and Continuous Improvement</b> Capacity for strategic and creative thinking and ability to analyse, interpret, plan and make sound timely decisions based on relevant data.	✓		Application and Interview
<b>Managing Performance</b> Can set and monitor performance against evidence based targets	✓		Application and Interview
<b>Managing and Developing Self and Others</b> Enthusiasm, drive and commitment to achieving successful outcomes and continuous quality improvements.	✓		Application and Interview
<b>PC/Computer Literacy</b>			
Job content relating to this			
<ul style="list-style-type: none"> <li>Excellent computer literacy and familiar with Microsoft desktop applications</li> </ul>	✓		Application, Interview and Competency Test
<b>Circumstances</b>			
Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> <li>Ability to work on own initiative and take responsibility where required</li> </ul>	✓		Application and Interview
<ul style="list-style-type: none"> <li>Car owner with Full Driving License</li> </ul>		✓	Application and Interview