

Job Title	Digital Business Partner		
Job Number			
Grade (if known)	9		
Directorate	Corporate Services		
Business Unit /Section	IT & Digital Transformation		
Preparation Date	May 2022		
Responsible to (job title)	Head of IT & Digital Transformation		
Responsible for total number of direct reports	1	Responsible for total number of staff managed	1
Main purpose of job			
<p>Reporting directly to the Head of IT & Digital Transformation, this role is responsible for developing and maintaining council wide portfolio related to the various digital activities and requirements. This role will work closely with Corporate Programme Management Office (CPMO) following their framework supporting the delivery of digital projects and initiatives as agreed as part of the council's suite of activity.</p> <p>This role will work across a varied and complex portfolio of work, delivering within agreed parameters to achieve successful outcomes and to ensure projects are executed effectively in accordance with Corporate Programme Management Office (CPMO) framework.</p>			
Main responsibilities			
<ol style="list-style-type: none"> 1. Act as a point of entry for colleagues in all matters related to digital needs and questions 2. Be the independent advisor and trusted partner ensuring that council has effective and transparent way of dealing with digital development 3. Develop and maintain council wide 'Digital Activity' portfolio feeding into the council governance and CPMO Programme / Project Management frameworks 4. Work with Head of IT & Digital Transformation and Digital Systems Analyst to promote and advocate our commitment and alignment with Local Digital Declaration and Government Technology Code of Practice ensuring that council maximises the support and funding opportunities available and understands the direction of travel for the public sector digital transformation 			
Key tasks			

1. Together with Head of IT & Digital Transformation hold regular, scheduled meetings with all council Service Areas focusing on understanding and exploring their needs and requirements in the context of digital tools and solutions from simple automation to Smart City and Connected Places related activities
2. Stay up to date and research digital technologies, both existing and emerging in order to ensure that he/she has up to date picture of relevant technology trends and opportunities in the context of local authority digitalisation journey
3. Develop a Digital Activity portfolio and ensure that it is aligned with Corporate Programme Management Office schedules and standards; ensure that any new digital requirement or system proposal will be brought to Customer & Digital Board in timely manner and in well prepared format
4. Develop a matrix or similar model to measure the impact and complexity of digital activity helping Customer & Digital Board to overlay strategic priorities on top of the technical view (complexity, cost, effort, value)
5. Liaise and work collaboratively with key partners including but not limited to PMO Business Analyst, Change Manager and Project Managers to deliver the digital capabilities and to maintain the ongoing narrative and feedback on digital activities
6. Together with Head of IT & Digital Transformation and Change Manager prepare and deliver presentations and topical digital briefings
7. Work closely with both Digital Analyst and PMO Business Analyst to a) understand the business requirements and b) to formulate solution proposals and options focusing on the reusability of council IT and digital assets ensuring that council can extract maximum value from its technology offering and licensing
8. Together with Head of IT & Digital Transformation facilitate and coordinate digital Proof of Concepts and Digital Innovation Focus Groups; capture, document and present the outcomes from those to the Customer and Digital Board and stakeholders
9. Based on PMO project valuation model handover successful PoCs to formal project initiation and implementation planning
10. Support , coordinate and manage the delivery of IT & Digital projects where required
11. Input into the IT & Digital Service and CPMO resource planning and forecasting process
12. Work closely with Head of IT & Digital Transformation to shape and develop the rolling 24-month IT & Digital Roadmap
13. Demonstrate and champion the Councils 'Going Beyond' values.
14. Undertake any other duties commensurate with the level and expectation of the post.

Essential User	No
Special features and/or equipment (anything 'out of the norm')	Working in average 60% of time per week in the office, remaining 40% flexible

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.