

JOB SUMMARY

Post Title	Change and Project Implementation Officer – Organisational Intelligence						
Job Family	Business Support	Pay Range	10	Line Manager to others?	No	Role profile ref	BS10
Service Area	Organisational Intelligence						
Line Manager	Elaine Sharkey - Transformation Manager						
Location	Home and Agile working						

Job Purpose

To support the Transformation Manager working with services to assist them in the delivery of continuous improvement required as part of the Council's Corporate Plan and as set out in the Transformation Plan or as directed by the Strategic Manager for Organisational Change and Corporate Governance.

To provide support on matters relating to programme management, project management, business intelligence, needs analysis and gap analysis to inform service planning, strategic planning and decision making with regards to the Council's Corporate Plan objectives and outcomes.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To support the continuous improvement of services within the IWC in line with the Corporate Plan
- To assist in the oversight of programmes and projects within the council and provide an objective view of their progress and to recommend improvements to processes and governance being used
- To report on the progress of programmes and projects
- To aid the implementation and management of frameworks for risk management, project management, programme management and continuous improvement in line with the IWC Corporate Plan
- To provide specialist resource in project management either in assisting in the initiation of projects or to manage projects through to a conclusion when the OI team are seen as the best placed resource to do so
- To understand and have the ability to report on the current and expected future progress of the IWC toward delivering its Corporate Plan
- To understand the wider economic and political environment and its influence on IWC priorities and performance and also to understand how the Councils strategies effect the whole population of the IW
- To deliver training in a variety of change management techniques including Project/Programme Management and Continuous Improvement (LEAN Systems)

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant experience within the service area / profession, with evidence of appropriate specialist knowledge.	Experience of supporting projects of a medium of complexity and profile using recognised professional techniques to do so.	Y	
Good knowledge of other areas of the authority relevant to the service.	Understanding of Local Authority duties and processes	Y	
Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.	To have experience of applying recognised techniques in project management	Y	
Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	To have effective communication skills. Also, to recognise the value of using different communication mediums and styles depending on need	Y	
Good literacy, numeracy and report writing skills. High level of technical expertise in analysis, data manipulation.	Experience of researching and producing reports that contain both quantitative and qualitative analysis	Y	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.	Maintain a varied workload across a number of disciplines and be able to explain the impact on one workstream of a new or change in priority	Y	

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Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Have good knowledge of and experience with the MS Office Suite and other key applications extensively including MS Excel and MS Visio	Y	
Experience of contributing to project delivery as part of a team.	Experience of supporting projects of a medium of complexity and profile using recognised professional techniques to do so.	Y	

Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.	Subjects should be one of the following list or similar:- <ul style="list-style-type: none"> • Business Management, • Engineering, • Information Technology, • Economics 	Y	
Relevant professional / vocational qualification.	To currently hold or be working towards a Recognised Project Management qualification Evidence of continued professional development within the areas of:- <ul style="list-style-type: none"> • Training • Coaching/mentoring • Communication skills • Continuous improvement • Information Governance 	Y	Y
Professional registration may be required.	PRINCE2 Foundation (or close equivalent)		Y
Other Requirements			
May require relevant certifications including evidence of fluency in English language			
Organisation Structure (optional)			