

Job Description

Post title	IT Systems & Project Manager	Grade	4
Department	Planning & Regeneration	Post ref	OPP12

Overall job purpose

To provide IT support to the Planning and Regeneration teams

Reporting relationships

Reports to: Growth Manager

Responsible for: N/A

Key tasks and responsibilities – post specific

To be responsible for the provision of sound advice to the Head of Service, staff and Members, concerning the functioning and operation of the ICT systems within the Planning and Regeneration Service and to ensure their effective delivery.

To liaise with the ICT & Infrastructure Manager with regard to all ICT related issues, including the specification of hardware, software supply, networking and provision of internal/external ICT services and any day-to-day problems or operational issues, development and management of projects and strategies.

To evaluate enhancements or improvements to ensure effective, continuous improvement and service delivery.

To act as the main point of contact/liaison within the Service with the Planning Portal and suppliers of IT hardware, GIS, Land & Property and digital datasets with regard to the management and development of the Planning and Regeneration Services ICT Systems and projects. Representing the Council at relevant software user and development groups.

To project manage the evaluation operation, development, testing, installation and upgrading of the Service's ICT systems, managing, co-ordinating and developing the Services information systems including land and property, document management, scanning, mobile working and the Council's GIS, Intranet GIS, web based services and other appropriate software systems.

To supervise the work of consultancy, training, technical and development staff engaged under contract.

To advise and assist Service staff in identifying and evaluating new methods or opportunities for service delivery improvement through ICT, organising and co-ordinating, and where appropriate, problem solve and deliver training to staff within the Service in the operation and function of its ICT systems.

To monitor and review all ICT systems within the Service to ensure effective service delivery in conjunction with the Head of Service and Group Managers and assist the Head of ICT Services to develop ICT strategies, standards and initiatives relating IT Systems, GIS and e-government across the Council to ensure corporate objectives are met.

To maintain a current working knowledge of GIS, Land and Property and Public Protection Systems, Ordnance Survey data, planning theory and practice, e-government projects and IT Development.

To work within agreed budgets, objectives and performance targets when delivering the IT service.

Key tasks and responsibilities – corporate

Operate according to the Council’s corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council’s Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council’s approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:		Date:	
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Person Specification

Competencies

Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.

Competency framework relevant to the post:	Leadership Level 3 Assessment
Seeing the bigger picture	Interview
Changing and improving	Interview

Making effective decisions	Interview
Delivering at pace	Interview

Skills	Essential / Desirable	Assessment
To have a high standard of verbal, written and multi-media communication and presentation skills	E	App/Interview
To have good negotiating skills and be able to communicate effectively with people from a wide variety of backgrounds	E	App/Interview
To be able to make decisions in a logical and professional manner	E	App/Interview

Knowledge	Essential / Desirable	Assessment
To have a thorough knowledge of digital data products, including Ordnance Survey mapping and datasets	E	App/Interview
To be fully conversant with ICT systems, software applications and their operational uses in planning, building control and in particular GIS, land and property and public protection systems	E	App/Interview
Knowledge of a PC environment, Microsoft software and operating systems, networking, data capture and GIS software configuration and customisation, mobile working, document management and scanning systems and hardware	E	App/Interview

Experience	Essential / Desirable	Assessment
Substantial experience of local government.	D	App Form
Experience of implementing ICT based projects such as SQL Server/Client database software, GIS applications, spatial data, Intranet/Internet and mobile working technologies (preferably using Innogistic Software) and MS Access	E	App Form
To have project management skills and experience	D	App Form

Qualifications	Essential / Desirable	Evidence
HNC or equivalent in Planning, Building Control or a related subject	E	App Form/Certificate

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Additional information / other requirements of the post
<ul style="list-style-type: none"> The postholder is eligible for casual car user allowance.

Date produced / last amended
October 2021