Kent County Council
Job Description: Digital Project Officer

Directorate	Deputy Chief Executive's Department
Unit/Section	Technology/Digital
Grade	KR9
Responsible to	Digital Programme Manager

Job Purpose

The Digital Project Officer is responsible for a range of programme and project management activity required in order to support the wider team in co-ordinating a range of complex digital transformation programmes across the Council.

These activities include, but are not limited to, data collection and analysis, reporting, milestone tracking and risk management. The Digital Project Officer will provide rounded support to the Digital Team, and the Digital Transformation Steering Group, particularly in maintaining oversight of project delivery against the Digital Strategy and in the management of specific workstreams/defined project tasks.

Accountabilities

1. Central Programme Management: Centrally tracks progress of digital programmes across the organisation, as well as risks, issues, dependencies and milestones from each programme, and support the regular update of project RAID logs, liaising with the Corporate Assurance and Risk team as appropriate

2. Develops an overall view of progress for the Digital Programme Manager by completing analysis of highlight/status reports from individual programmes and data from current projects (e.g. spend, benefits, risks and issues) in order to identify trends, themes and implications and alerting the DPO of such. Coordinates the programme/project reporting cycle and explore opportunities to automate and workflow the reporting process.

3. Support the Digital Programme Manager with oversight of delivery planning within individual transformation programmes, ensuring that the Digital plan is reflective of the current state and activity is in line with the Digital Transformation programme outcomes and future aspirations. Maintain a robust monitoring and quality control system for projects, in accordance with corporate procedures, providing regular reports as required, to enable the provision of informed data to senior management, ensuring that projects are on target, and enabling the identification and prompt reporting of budget targets and anomalies

4. Facilitation: Lead on arranging, and sometimes facilitating, key events with a range of stakeholders, both internally and externally (for example, user journey mapping workshops) including developing any required preparation materials, preparing agendas, minute taking, logging and monitoring of actions.

5. Data: Collects, collates and analyses data provided by service teams in preparation for Discovery phase of projects. Facilitate the ongoing project evaluation process, maintaining efficient and effective monitoring systems, identifying emerging trends and including the provision of data from a range of sources, as well as qualitative research exercises, to ensure ongoing service improvement.

6. Delivery: Support a range of projects across the Council, leading and co-ordinating specific projects where appropriate and providing advice and support to Senior Managers and colleagues, in order to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales. Research and evaluate projects to provide information to senior managers, gathering relevant information on national and local initiatives and legislation in order to enable good practice to be shared across the Council and with partnership agencies and to contribute to future funding opportunities.

7. Provide an effective and clear mechanism for the team to communicate and work together as part of a flexible/hybrid working environment, and allowing for effective engagement with key stakeholders, maintaining regular and effective communication with colleagues at all levels within the Council. Attend team briefings, preparing and delivering briefings when required, in order to promote projects and ensure the delivery of high quality outcomes.

8. Supports the Digital Programme Manager specifically to maintain a stakeholder map and communication plan to inform and promote progress, outcomes and share learning across all digital programmes and projects. Deliver presentations to a variety of audiences by way of a variety of methods tailored to the needs of the audience in order to promote a wider understanding and appreciation of the projects involved.

9. Monitor the budgets achieved through external funding bids, contributing to the forecasting process and bringing any concerns to management attention, in order to ensure that the most effective use is made of resources and that the needs of the programme are fully met.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council
Person Specification: Digital Project Officer

The following outlines the criteria for this post.   Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Education to degree level or equivalent or relevant professional qualification • Project or Programme management practitioner (or willingness to work towards)
EXPERIENCE	• Experience of working in a programme and project management environment • Experience of working successfully in an environment requiring extensive stakeholder management and collaboration
SKILLS AND ABILITIES	• Strong organisational and planning skills • Clear and effective presentation and communication skills • Proven skills in a project management environment • Analytical and research skills
KNOWLEDGE	• Awareness of internal officer governance structures and the political environment in which the team operates.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent

	Empowering - Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making