Kent County Council
Job Description: *Digital Project Manager*

Directorate: **Deputy Chief Executive's Department**
Unit/Section: **Technology**
Grade: **KR11**
Responsible to: **Digital Programme Manager**

Purpose of the Job:

The Digital Transformation programme brings together all the major digital change projects in a whole council transformation programme that will prepare us to be ready for the opportunities and challenges ahead. The programme prioritises new and existing digital change programmes that are critical in shaping the digital future of the council. The digital team supports the Digital steering group, working in collaboration with individual programmes to deliver Digital Transformation successfully.

The Digital Project Manager is responsible for leading, managing, and delivering a range of complex projects including monitoring and service improvement cycles, utilising recognised project management methodologies including agile, to ensure that all projects are delivered effectively and under an effective communications strategy, to the required standard within agreed timescales.

Main duties and responsibilities:

1. Lead, manage, deliver, and evaluate digital projects that will be one or more of the following: particularly large in scale, particularly complex, have significant benefits realisation or delivery dependencies, or are core to Digital Transformation and Council's strategic priorities.

2. With the support of the Digital Change Officer, identify and liaise with key stakeholders on the development of projects through the relevant stages, ensuring that clarity of roles and responsibilities are determined, and that projects are progressed in line with affordability requirements and overall project timescales.

3. To prepare reports in the required timeframe necessary to obtain approval through governance processes as required. Ability to present project reports to stakeholder groups as required, promoting clear and effective communication and ensuring high quality outcomes are delivered.

4. To coordinate, review and manage project risks and issues. To ensure that all risks connected with the delivery of the project are identified alongside strategies and actions to mitigate these risks. Use of RAID logs must be employed.

5. Prepare and present regular management reports at Director, Board and Management Team level to keep them informed of the progress of projects and seek views in relation to resources, service development and timescales, raising concerns and making recommendations to ensure that the Council's services will be fully operational upon completion of the project.

6. Responsibility for managing effective performance review mechanisms to monitor progress and delivery of all projects. Complete all benchmarking requirements accurately and within required timescales.

7. Coordinate and motivate dispersed teams of internal and external providers for specific projects, to ensure that the projects concerned achieve their objectives in line with agreed specifications and timescales.

8. To support multiple project teams adopting a multi-disciplinary approach to finding solutions using lean, agile and design-led methodology to gather insights, prototype solutions and implement creative ideas for change and to ensure that projects are delivered to scope, within budget and to agreed timeframes, prioritising the work that needs to be completed against the capacity and capability of the Digital Programme team.

9. 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 Strategy roadmap, outcomes and future aspirations.

10. Promotion of Digital Design principles and technology governance and prioritisation models.

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 • Agile, Scrum, APM, Prince II or equivalent practitioner certification
EXPERIENCE	• Experience of managing complex projects or programmes • Experience of working successfully in an environment requiring extensive stakeholder management and collaboration • Experience of working with hybrid teams
SKILLS AND ABILITIES	• Excellent interpersonal skills, both oral and written. • Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability. • Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate Demonstrate sound decision making delivering positive yet sensitive outcomes, knowing when to escalate. • Excellent organisational ability, demonstrating sound project and financial management. Be innovative and a motivator. • Able to use a range of Microsoft or similar packages including Teams, Word, Excel, Visio and Project to an advanced level.
KNOWLEDGE	• Awareness of internal officer governance structures and the political environment in which the team operates. • Good knowledge of a wide range of business and project administrative processes and procedures. • Knowledge and understanding of a commissioning environment. • Knowledge of DPIA & EQIA requirements for projects.
BEHAVIOURS AND KENT VALUES	**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