



Job Description and Person Specification

Digital Project Manager

Job Details	
Grade	GRD8
Service	Digital Delivery Service
Location	City Wide
Job Evaluation Code	P1299D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

The ICT and Digital Project Managers plan and deliver technology projects ensuring they meet objectives, timelines, and budgets for Council-wide objectives and local service plans.

Main Duties & Key Accountabilities

Determining appropriate governance levels and performance measures for programme and project progress.

Preparing project and resource plans and managing delivery across assigned projects to ensure timely outcomes.

Producing the full range of project management documentation across assigned projects.
Making informed and consistent business focussed decisions and presenting compelling rationales for the chosen options.
Supporting senior officers to enable the financial targets within individual projects and overall programmes to be met.
Building and maintaining effective working relationships with a wide range of stakeholders including external partners and suppliers
Leading, motivating and managing project team staff through matrix management arrangements.
Establishing and maintain standards, approaches and methods for project management to ensure consistency and quality.
Organising research, benchmarking, and process mapping to gain an understanding of service baselines , financial performance and costs.
Supporting continuous improvement through the review of project/programme structure, resourcing, risks, funding, and dependencies.

Key Relationships	
External:	Software and system suppliers
Internal:	Digital Services Colleagues, Procurement, Services, Legal, Finance

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> ● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. ● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role. ● any other duties and responsibilities within the range of the salary grade.

Responsible for
This post line manages the Project Support Officer - Family Digital Solutions

Person Specification

Requirements	
Knowledge	Have comprehensive understanding of project and programme management approaches for the delivery of ICT and digital projects.
	Hold extensive knowledge of ICT and digital standards and emerging technologies.
	Have a good understanding of Local Government, the services it provides, the decision-making processes and relationships with Central Government
	Hold a thorough knowledge of procurement regulations relating to the Local Government environment.
Skills And Ability	Be able to build and maintain critical working relationships with a wide range of stakeholders.
	Possess proven influencing and negotiating skills and the ability to motivate others to consider and adopt alternative solutions.
	Have proven communication skills by written, oral and electronic means, appropriate to the relevant audiences.
	Possess a high level of analytical and decision-making abilities, demonstrating the capacity to question assumptions, draw valid conclusions, and guide decisions.
	Have the ability to manage changing requirements including multiple deadlines and conflicting project demands
Experience	Hold a proven track record of successful project management and delivery within an ICT and Digital environment in a large, complex organisation.
	Have a proven track record in managing substantial project budgets for ICT and Digital projects
Qualification	Relevant project or programme management qualification and/or significant experience in delivering projects or programmes