South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Digital and ICT Project Officer

GRADE: Band 8

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	• Educated to Degree level or equivalent Relevant qualification in Business/IT	• Programming or Project Management Qualification	• Application Form • Certificates
Work Experience	• Experience of working in a social care or health environment • Experience project managing a range of ICT and/or Digital projects • Experience of project managing the end to end implementation of new ICT or Digital solutions to ensure a smooth transition to 'Business As Usual' within the service • Working with and managing stakeholders • Working with ICT and Digital Suppliers • Measuring and quantifying the impact of ICT and Digital projects	• Scoping ICT and Digital projects including the opportunities for business change and improvement • Delivering change and service improvement at a corporate level through ICT and Digital solutions within Local Government • Council procurement processes • Council governance and decision making processes • Different project management and delivery methodologies i.e. Agile	• Application Form • Interview • Additional method of Assessment e.g. Presentation • References
Knowledge/ Skills/ Aptitudes	• Excellent project management skills • Support the delivery of the Council's ICT and Digital Strategy • Identifying and scoping actual/potential opportunities for change/ improvement linked to ICT and Digital Solutions	• Thorough understanding of Council decision making and service delivery processes • Systems thinking • Motivating and helping teams and individuals to	• Interview • Additional method of Assessment

	• Championing and delivering ICT and Digital-led change and improvement • Data privacy and protection requirements e.g. GDPR • Developing and measuring benefits and outcomes (e.g. service improvement, savings and efficiencies) • Excellent communication skills with the ability to tailor content and style to meet the requirements of the audience • Microsoft Office	change within local government • Business process mapping and/or re-engineering • Digital service design Government Digital Service standards and products	e.g. Presentation • References
Disposition	• High performing when working independently or as part of a team • Willingness to use initiative, and to negotiate, explain and persuade • Credible, professional, enthusiastic and resilient • Able to work accurately under pressure to meet tight deadlines • Willing to challenge resistance and negativity with evidence and alternative approaches • Able to learn quickly from setbacks and failures and use the learning to deliver new and better outcomes • Quick to learn new solutions and acquire new skills • Commitment to ensuring projects succeed • Adaptable to changing workloads • Flexible approach to work • Committed to the principles of equality and diversity		• Interview • References
Circumstances	• Prepared to work outside of normal office hours as required • Full current driving licence or access to a means of mobility support • Baseline security clearance		• Application Form • Interview • Basic check