



|  |  |
| --- | --- |
| **Department** | **CHIEF EXECUTIVE’S** |
| **Job Title** | **HEAD OF Enterprise Technology** |
| **Grade** | **GRADE N** |
| **Primary Purpose of Job** | The role will be responsible for the ICT function and staffing, as well as senior management responsibility for technology services provided by third parties and will be responsible for improving the current ICT architecture, optimising business operations and setting the direction and approach for integrated solutions. The role defines the enterprise architecture models and strategic direction, which ensures that all technical solutions are integrated into the current and future business needs. |
| **Reporting To** | Assistant Director - Transformation |
| **Direct Staffing Reports** | 20-50 staff as assigned |

**Main Duties**

|  |  |  |
| --- | --- | --- |
| **1** | Create and maintain the Council’s long-term (5+ years) Technology Roadmap, in alignment with inputs from a range of stakeholders, including the Council’s Vision and Corporate Plan, Council senior leadership and delivery teams, core ICT requirements, Digital Strategy, and industry requirements and trends. | |
| **2** | Lead and oversee all aspects of ICT for the Council, from strategy to delivery, always ensuring this is in alignment with the Council’s short- and long-term objectives, including oversight of core operations, service delivery potentially via a contracted third party partner, cyber security, and ICT change management. | |
| **3** | Install, maintain and improve technology and practices that provide the tools for the Council efficiently and effectively to store data and that lend themselves to the provision of intelligence and performance management. E.g. Data Warehouse technology and its usage. | |
| **4** | Provide senior leadership to the ICT team, to create a culture that enables individuals to work together to achieve performance goals and deliver on key objectives. Involves ensuring that resources are inspired and directed to deliver change and maximise impact. | |
| **5** | Create and maintain leadership and governance overall to all ICT units and roles across the Council, to develop and leverage a single Council approach to the management of technology strategy and delivery. | |
| **6** | Lead in the development of the Council’s vision and strategy for ICT services and to the development of detailed proposals and business cases for their delivery, as outline within the Digital Strategy. | |
| **7** | Provide strategic technical advice and guidance to Members, Chief Officers and Senior Management on all aspects of ICT as required and aligned to the Technology Roadmap and the ICT Strategy. | |
| **8** | Manage relationships with key stakeholders across the Council, the IT Service Delivery Provider, and other partners, proactively engaging with and managing the expectations of nominated business team stakeholders. | |
| **9** | Understand the national and regional agenda for ICT in the public sector and to engage with relevant local, regional, and national bodies to ensure the Council keeps pace with best practice, can take advantage of opportunities for collaboration and partnership working, maintaining a keen awareness of the technology marketplace and opportunities to use new technology to improve services. | |
| **10** | Oversee the development of ICT security policy, procedures and operational practices, developing and ensuring that appropriate Council ICT policies and decisions are communicated consistently and effectively. | |
| **11** | Engage in contractual negotiation with ICT suppliers, representing the Council, and on behalf of our customers, developing processes to ensure that there is robust contract monitoring and performance management within ICT, including processes for ensuring that remedial action is taken to address deficiencies in service provision. | |
| **12** | Hold responsibility for ICT’s financial management, both revenue and capital expenditure, to ensure maximum value for money, including exploiting any opportunities to generate additional funding and income, preventing overspend, and achieving cost reduction and avoidance where possible. Involves managing significant budgets, e.g. >£7m p.a. for third party service provision, and in the region of £2m to £3m for key projects. | |
| **13** | Hold overall ownership of the function’s Disaster Recovery and Business Continuity Plan, providing oversight of the development and testing of plans, in order to maintain appropriate provisions to meet any relevant Civil Contingencies responsibilities. | |
| **14** | Operate appropriate internal controls to protect the ICT and the Council, ensuring strong audit outcomes, including annual PSN compliance, Cyber Essentials accreditation and robust financial management of all ICT contracts and internal budgets. | |
| **Date Job Description prepared:** | | **December 2021** |
| **Job Description prepared by:** | | **Andrew Williamson, Assistant Director Transformation** |



****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | | **CHIEF EXECUTIVE’S** | | |
| **Job Title** | | **HEAD OF ENTERPRISE TECHNOLOGY** | | |
| **Stage One** | | Disabled candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | |
| 1. | Experience of setting up and managing an ICT enterprise architecture function or capability within an organisation. | | | Application Form/Interview/Assessment |
| 2. | A solid understanding of how enterprise architecture activities relate to programme/ project management and business change. | | | Application Form/Interview/Assessment |
| 3. | Good general consulting skills (structured thinking, effective report writing and presentations, and strong stakeholder engagement). | | | Application Form/Interview/Assessment |
| 4. | Demonstrable experience of providing advice that has had a measurable bearing on the effective use of ICT in a large organisation | | | Application Form/Interview/Assessment |
| 5. | Excellent stakeholder management with focus on nurturing & developing strong relationships | | | Application Form/Interview/Assessment |
| 6. | Significant experience of managing large and complex outsourced service delivery contracts. | | | Application Form/Interview/Assessment |
| 7. | Knowledge of Local Authority culture, procedures and systems including the political environment. | | | Application Form/Interview/Assessment |
| 8. | Demonstrated understanding of the importance of a strategic approach to ICT service delivery. | | | Application Form/Interview/Assessment |
| 9. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | Application Form/Interview/Assessment |
| **2. Experience/Qualifications/Training etc** | | | | |
| 1. | Experience at a senior level of providing technical ICT services to clients for over 3 years | | Application Form/Interview/Assessment | |
| 2. | Proven leader/manager of multi-disciplined ICT teams with experience of managing internal and outsourced ICT services in a senior management position | | Application Form/Interview/Assessment | |
| 3. | Experience of information systems design and delivery, applying engineering through enterprise architecture development methods and tools as appropriate. | | Application Form/Interview/Assessment | |
| 4. | Experience of undertaking a senior supplier role, managing project managers, to ensure the appropriate scope, standards and controls are followed | | | Application Form/Interview/Assessment |
| 5. | Experience of defining the strategic approach to the latest technology trends such as Cloud, Internet of Things, Cyber Security, AI, Big Data and digital service design and delivery. | | Application Form/Interview/Assessment | |
| 6. | Experience of Account/ Relationship / Contract management of an outsourced ICT service | | Application Form/Interview/Assessment | |
| 7. | Experience leading on the adoption of enterprise architecture frameworks such as ISO42010, TOGAF, Zachman and the ITIL service architecture frameworks. | | Application Form/Interview/Assessment | |
| 8. | Relevant degree, or equivalent professional management, or ICT qualification | | Application Form/Interview/Assessment | |
| **3. Work Related Circumstances** | | | | |
| 1. | Some work out of hours will be required | | Application Form/Interview/Assessment | |
| 2. | Must be willing to travel to meet users at various locations used by the organisation | | Application Form/Interview/Assessment | |
| 3. | Bolton Council is committed to providing robust Civil Contingencies planning and response arrangements. You will be required to join the Tactical Officer rota. This will involve working outside of routine working hours on a rota basis. | | Application Form/Interview/Assessment | |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
|  |  | |  |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | PRINCE Project Management Methodology experience.  Management qualification – NVQ level 3 or equivalent | | Application Form/Interview/Assessment |
|  |  | |  |

|  |  |
| --- | --- |
| **Date Person Specification prepared:** | **December 2021** |
| **Person Specification prepared by:** | **Andrew Williamson, Assistant Director Transformation** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability, or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





