

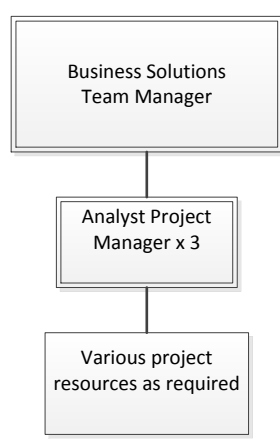
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:		Neighbourhoods
SECTION:		ICT Services / Business Solutions
LOCATION:		Number 1 Riverside, Smith St, Rochdale
JOB TITLE:		Analyst Project Manager
POST NUMBER:		CUBS 0000 0004
Grade:		8
Accountable to:		Business Solutions Manager
Accountable for:		
Hours of Duty:		37 Hours per week between This role is expected to be operated on a flexi time basis but at times ICT may require the role to conform to specific business hours as needed.
Any Special Conditions of Service:		<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R M B C.</p> <p>This role is expected to perform a reasonable amount of out of hours work given reasonable notice.</p> <p>This role is expected to be part of an 'on-call' / 'on standby' scheme within ICT.</p> <p>All standby and out of hours rates are agreed as part of T&C of the roles</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



At times the Analyst Project Manager will have resources directly reporting or reporting via a matrix management agreement. The Analyst Project Manager may also be asked to participate in skills transfer and/or coaching of peers.

PURPOSE AND OBJECTIVES OF THE JOB

To deliver a professional and informed consultancy and implementation management service, including:

- understanding, documenting, analysing, and advising on business services and processes as they relate to ICT systems
- documenting changing requirements in relation to ICT systems
- advising on ICT solution selection
- supporting customers in relation to procurement of business information system
- identifying, planning, and managing the implementation of optimum ICT solutions to meet business needs

Control of Resources

Personnel

This is subject to change as the role operates in a matrix management method. Different staff will report into this role and this role will report into different staff depending on the nature of the work and project plans

Financial

To perform financial assessments in the form of Value for Money, Return on Investment and Total Cost of Ownership studies on technical ICT based systems

Equipment/Materials

Access to all ICT data centres, server rooms, servers, administration software and network equipment will be approved by Service Delivery and Security Manager and assigned/implemented using the change management process.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Colleagues and team members in ICT Service, Partners, officers within the wider Authority, School staff, Councillors and Trade Union officials.

External

Community groups, voluntary organisations, members of the public, partners from external agencies, training providers and suppliers of goods and services.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

PRINCIPAL DUTIES

Project Management

1. Develop robust business cases for ICT and on behalf of the business, identifying benefits, costs, resources, deliverables, and timescales.
2. Establish and agree deliverables, plans, resources, and funding related to ICT projects prior to implementation.
3. Manage ICT and business projects from initial mandate through to development and delivery; ensuring projects and solutions are delivered within the timescales, budget, and quality expected.
4. Implement sufficient controls to ensure that all risks are minimised, mitigation plans are in place, and issues are pro-actively identified and managed.
5. Continuously analyse project viability in relation to deliverables, benefits, timescales, risks, issues and cost; intervening or escalating when appropriate and producing any necessary reports promptly.
6. Manage, monitor and motivate any cross functional team(s) or person(s) assigned to the project or allocated work package(s), providing coaching, mentoring, or skills transfer where appropriate.
7. Ensure project documents are complete, current, and stored appropriately.
8. Identify the training and development requirements associated with the introduction of new IT systems/infrastructure.

Business Analysis, Consultancy, and Solution Design

9. Document, analyse, and optimise business processes in the wider Council, identifying tangible business benefits (financial and non-financial) that can be achieved through changes to ICT systems and/or implementation of new ICT solutions.
10. Provide the capability to recognise and exploit where information systems can improve business processes and deliver business efficiencies through new and alternative approaches.
11. Develop ICT system and solution specifications through consultation of technical and business experts.
12. Ensure adherence to best practice Project Management principles (e.g. PRINCE2 / Agile) and processes in all projects managed, clearly defining customer expectations prior to implementation through an iterative approach to requirements capture, definition of Acceptance Criteria, and solution design.
13. Embrace change and invite customer interaction to achieve customer-focused, highly usable business solutions.

14. Maintain an up-to-date understanding of the planned and existing technical infrastructure: how it inter-operates; dependencies and limitations.
15. Guide the business in its decisions in relation to ICT, making use of technical expertise both within the ICT service and external to the Council in providing sound technical advice to the business.
16. Engage with business areas to understand their future plans for ICT systems and any new requirements: documenting and relating to existing infrastructure / systems and feeding into overall ICT plans and architectural strategic design.
17. Contribute towards the identification and documentation of ICT business systems, relationships between systems in the ICT Service catalogue, and relationships between those systems and related business processes.
18. Aid all ICT teams in identifying efficiencies and improvements in Management Information Systems / Line of Business Systems (MIS/LOBs) through business process and system redesign.
19. Translate business and technical requirements into detailed specifications procurement.

Communication

20. Develop effective working relationships with the wider Council, customers, third parties, partners and within the ICT Service.
21. Liaise with other service areas and/or external agencies where required at relevant stages in each project.
22. Ensure effective communication at all levels across the council for those involved in, or affected by, projects.
23. Present information at various stages throughout projects, influencing, persuading and negotiating on complex issues where required.
24. Liaise with all areas of IT Service Management to ensure sufficient on-going support and maintenance arrangements and resources.

SECONDARY DUTIES

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 ICT operates in a Matrix Management environment with both people (line) managers and assignment managers (for project work), the post holder must be willing to work in this way when required.
- 4 Undertake training and development to enhance existing skills, as and when required by your manager.
- 5 Keep up to date with departmental and Council information, by attending meetings, seminars, reading appropriate communications and discussions with colleagues.

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Chief Officer _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Neighbourhood	Post:	Analyst Project Manager
Section :	ICT Services/ Business Solutions	Post Number :	CUBS 0000 0004 Position Ref: 124645
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you able to work flexibly and on occasions work out-of-hours with reasonable notice, where required?	E	AF, I
(b) Qualifications and Experience		
1 Do you have Prince2 Foundation and Practitioner qualifications? Or do you have equivalent experience with a demonstrable ability and willingness to learn and obtain a current qualification in the future?	E	AF, I
2 Do you have experience of establishing and agreeing deliverables, plans, resources, and funding relating to ICT projects prior to implementation?	E	AF, I
3 Do you have experience of managing ICT projects from initial mandate through to development and delivery; ensuring solutions are delivered within the timescales, budget, and quality expected?	E	AF, I
4 Do you have experience of implementing sufficient controls to ensure that all risks are identified and minimised with mitigation plans in place?	E	AF, I
5 Do you have experience of managing and embracing change to achieve customer-focused, highly usable business solutions?	E	AF, I
6 Do you have experience of maintaining accurate and up-to-date project documentation?	E	AF, I
(c) Skills and Knowledge		
1 In the projects you've managed, which key best practice Project Management principles (e.g. PRINCE2/Agile) do you always adhere to and why?	E	AF, I
2 Are you a good communicator and experienced in developing good working relationships with other team members, senior managers, third party suppliers and customers?	E	AF, I
3 Are you able to work under pressure, review and re-prioritise your workload to meet shifting deadlines?	E	AF, I
(d) Behaviours and Values		
1 Approach the job at all times using the values set out in the Rochdale Way: <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity	E	AF/I

<input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving Please confirm you are willing to adhere to these values and behaviours.		
2 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3 If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I