


Job Description			
Job Title: Digital Project Officer	Service Area: Digital, Data & Digital Democracy		
Directorate: Digital	Post Number: New Post	Evaluation Number: 5271	
Grade: PO1	Date last updated: August 2019		

EQUALITY AND DIVERSITY
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.
PROTECTING OUR STAFF AND SERVICES
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To carry out a programme and project support role across all areas of the Digital Transformation programme. To support the implementation of programme and project processes, procedures and systems in line with the appropriate project methodology.

To carry out transformation activity to support the achievement of the organisational change set out in the Digital Strategy.


Job Context

1. The postholder reports to the Digital Transformation Manager and workload will be matrix managed by project leads across the programme
2. The postholder has no direct staff management responsibility.
3. The postholder has no direct budget responsibility.
4. The postholder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To support the Digital Transformation team to develop and implement project management processes and procedures across the Digital Portfolio
2. To support the management of Digital projects, including:
 - Monitoring and reporting of progress.
 - Identification, management/mitigation and reporting of project risks and blockages.
 - To identify deviation from plans, informing the project leads as necessary.
3. To support the development, design and testing of Digital solutions (Website content management system and other digital platforms) through activities such as co-ordinating user research/analysis, providing input into the design of digital products and undertaking user testing
4. To provide written and oral briefings for project working groups and projects boards
5. To support project leads in managing the Change and Communication strands of projects
6. To assist with logistical support for the Digital Transformation programme (e.g. recruitment and co-ordinating project/programme boards).
7. To support the Digital Transformation team to design and plan projects within the Digital Transformation Programme, including:
 - Developing and preparing project documentation.
 - Supporting programme and project recording on the Verto system.
8. To ensure that all aspects of service delivery are fully in line with Council policies, procedures and legislation, particularly in relation to equalities and diversity.
9. To uphold and ensure compliance with the Council's policies and procedures across the service, including customer complaints and Information Governance (including the Data Protection Act, the Freedom of Information Act, Caldicott and related security and confidentiality policies and procedures).
10. To ensure that the Council's vision, values and strategic objectives are achieved by providing clear sense of purpose and direction with the service and to contribute to the achievement of wider Council objectives

Person Specification		
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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY	
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<p>KNOLWEDGE:</p> <ul style="list-style-type: none"> • An understanding of Programme and Project management techniques. • An understanding of research and analysis activity • An understanding of Digital Services offered by local authorities (familiarity with digital platforms) • An understanding of the way local government operates and the political environment 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

PERSONAL STYLE AND BEHAVIOUR:	
Adopts a flexible and innovative approach to problem solving	Application Form/Interview
Maintains a high standard of ethics and professional conduct	Application Form/Interview
Demonstrates commitment to the achievement of equal opportunities in both employment and service delivery	Application Form/Interview