

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Junior Project Manager - Digital and Technology
MANAGED BY:	Change Programme Manager - Digital and Technology
GRADE:	Grade 8 Fixed term appointment (18 months)

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority (WECA) was formed to bring the region together to drive economic growth. A West of England Mayor was elected, and significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. We're working with our regional partners and with Government to protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining WECA, you will be helping us with this important work.

WECA is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

WECA works in an outsourced IT environment and has an ambitious ICT future programme of work to deliver in the next 18 months, aiming at equipping WECA with common digital tools to better meet our audience needs and work even more efficiently.

This programme includes exciting projects such as:

- the consolidation of our corporate websites
- the consolidation of our customer relationship management (CRM) systems
- the development of a data warehouse and GIS infrastructure to manage and leverage our corporate data more effectively

Beyond this programme, there are a number of smaller-scale ICT projects which need to be delivered throughout the year in partnership with our outsourced IT supplier, such as the creation of small websites, or employees' requests for new licences or software, depending on our organisation's needs.

Finally, while WECA has recently deployed Microsoft O365 and Teams, our organisation needs to embark on an ICT cultural change journey to ensure that all members of staff can leverage the potential offered by this new IT infrastructure, in an environment where remote working is still likely to be a reality.

The purpose of this job is to:

- support the Change Programme Manager in the procurement and delivery of the ICT future programme of work
- lead on small scale digital and technology projects
- act as an IT change champion for the organisation, supporting the Change Programme Manager in the planning and delivery of the ICT culture change programme.

KEY RESPONSIBILITIES

- **Support the Change Programme Manager in the management of our ICT Future Programme of Work:**
 - Support with the administration of existing and future projects (e.g., write up and follow up action logs, raise POs and track financial spend)
 - Support with the administration of the multi-supplier IT procurement process for future projects
 - Support with the preparation of the monthly Digital Board
- **Lead on small scale Digital and Technology projects:** This can evolve over time depending on the needs of our organisation but can include (but is not limited to):
 - Liaising with our outsourced IT provider to
 - Manage requests for new licences or web-domain transfers or creation
 - Manage the Public Service Network compliance project
 - Liaising with different IT providers or agencies to manage the creation of small-scale websites

- In collaboration with the Workplace Support Manager, if required, manage the ICT-side of our office relocation.
- **Act as an IT change champion for the organisation:**
 - Support the Programme Manager with the planning and delivery of the ICT culture change programme
 - Support the Programme Manager with the planning and delivery of the ICT training programme (e.g., on Teams, Sharepoint, remote working toolkit)

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience
- Knowledge of project management
- Excellent IT skills including Outlook, Word, Excel, PowerPoint and ideally Microsoft 0365

Experience

- In-depth experience of providing project management support, including diary management, minutes, chairing, presenting, following-up action logs and simple budgets, public service procurement processes ideally in an ICT environment
- Experience of managing small scale projects from design to delivery (action logs, project plans, simple budget, project meetings)
- Experience of building strong working relationships with internal and external stakeholders, including senior stakeholders within both the public and private sectors
- Experience preparing and delivering presentations / training courses to internal stakeholders

Skills and Competencies

- Proactive and self-starter
- Excellent verbal and written communications, with an ability to confidently present information to individuals and groups
- Great attention to details
- Highly organised and structured with an ability to juggle multiple projects or tasks at the same time
- Strong problem-solving and analytical skills
- Excellent time management with an ability to meet assigned deadlines
- Flexible and agile with the ability to respond at pace to competing demands
- Able to work as part of a team and build relationships with colleagues and external partners (e.g., IT providers), with a focus on excellent customer service

DESIRABLE

- Familiarity with Microsoft 0365 environment (Sharepoint / Teams) or appetite to learn more about this environment
- Experience with building websites
- Experience working in an outsourced IT environment

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.