

## **JOB DESCRIPTION**

Post title: Project Manager – IT Systems & Integration  
Service: Organisational Development  
Grade: 6



### **Main Purposes of the Post:**

The Project Manager will lead a number of Authority wide digital and technical projects designed to improve efficiency, enhance service delivery, and drive modernisation across the organisation.

With a focus on continuous improvement, the postholder will work with specialist teams to ensure that projects are completed on time, to budget and to required standards whilst ensuring that wider organisational objectives are considered and achieved.

This role requires a blend of technical knowledge, project management expertise, and excellent communication skills.

### **Key Projects**

The successful candidate will oversee several key projects, including:

- Digital transformation of the Development Management Service, supporting the integration and modernisation of the Planning case management system, in order to digitise key tasks, refine and reduce reliance on paper-based processes.
- Development of a new website for the Authority, to improve user experience, accessibility, and service integration.
- Review and implementation of a new asset management and data capture system for Public Rights of Way and other assets—working with the relevant teams to build on an identified solution to evaluate and ensure it meets operational requirements and provides value for money.
- Support the design and implementation of a new monitoring and engagement framework to aid the delivery and review of the Partnership Plan. This includes developing appropriate digital engagement tools, mapping systems and community feedback platform.

### **Duties and Responsibilities**

- Lead and manage delivery of technical and digital projects from conception to completion, ensuring objectives are met on time and within budget. Develop and execute clear project plans that scope out delivery and improvement strategies. Identify, cost, and plan for necessary enabling works to support the project success.

- Collaborate with various service teams, internal stakeholders, and external partners to understand business needs, identify technical solutions, and facilitate effective change. Attend and lead stakeholder meetings to provide current information regarding project updates.
- Use well-developed interpersonal skills to explain technical details of new platforms, explain solutions, understand end-user requirements and build positive relationships with users.
- Liaise with external vendors to discuss technical specifications, contracts, support and maintenance, to deliver systems that are fit-for-purpose and well-supported. Consider the evolving needs of the users and anticipate future service demands, with a clear focus on technological advancements and cost efficiencies.
- Track progress and project targets, manage risks and report regularly to the Leadership Team on project status and outcomes.
- Act as a bridge between IT and service delivery teams, ensuring technical initiatives align with existing platforms, business goals and staff requirements.
- Use advanced IT skills to enable an understanding of both existing and emerging technologies. Use these skills to identify, collate, and interrogate data from a variety of sources. Use data analytics to identify trends, areas for improvement, and opportunities for innovation in service delivery. Apply these insights to input into decisions on future solutions and business developments.
- Work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

**June 2025**

## Team Structure - Corporate Services – June 2025

