

Job Description

Department: Resources
Division/Section: Directorate
Job Title: **Assistant Director Digital Peterborough**
Post No:
Grade:
Reports to: Corporate Director Resources

Job Purpose

- To be responsible for the design and delivery of a city digital strategy and to manage and lead the Digital Peterborough function.
- To provide strategic leadership for guiding Peterborough City Council and city bodies in developing, using and implementing digital technologies at local, regional, national and international levels and contribute to overall strategy and policy development.
- To direct, influence and progress digital developments in Peterborough and the wider LEP area to the benefit of PCC and Peterborough businesses and citizens.
- To direct the advancement and exploitation of Digital Peterborough through innovation including commercial opportunities.
- To ensure the Digital Peterborough programme meets the appropriate needs of clients and users fully reflecting technological advancement and maximising the application of IT for the benefit of the Council and city wide.
- To provide strategic direction for the councils' ICT Service in ensuring that value for money is delivered and appropriate commercial contracts are put in place for the following areas:
 - Third party spend with Serco
 - Third party spend outside of Serco.
- To represent Digital Peterborough as appropriate on transformation projects when working with the councils directorates.
- To manage and exploit the strategic partnership with CityFibre.
- To support the Corporate Director: Resources to develop and deliver the strategic vision of Peterborough City Council's Smart City ambition.

Statutory Officer Role

This post is not a Statutory Officer.

Organisation

The Assistant Director Digital Services is a tier 2 post reporting directly to the Executive Director, Resources and the post holder is a full member of the resources directorate management team. The post holder is responsible for ensuring that the Service Director Finance and Corporate Services has the necessary strategic and commercial support to ensure effective delivery of the Council ICT service and associated strategy.

The post holder will not initially be responsible for any staff and will have no direct reports. The post will have responsibility for budgets totalling approximately £2.5million.

Principal Accountabilities/Responsibilities

- To ensure the Digital Peterborough programme is fully integrated, developing coherent management and partnership structures.
- To develop an annual business plan for the service based on customer needs and within the approved budgetary parameters.
- To develop and update the Digital Peterborough programme.
- To systematically consult with Digital Peterborough stakeholders about their programmes and plans to increase citywide digital alignment.
- The post holder will be responsible for forming the Digital Peterborough Executive Board.
- To lead and take personal responsibility for programme and service improvement including major projects, new areas of activity and markets, technical developments, and the challenges of changing demands.
- To actively seek new funding opportunities and service strategies including partnership development, managed services and Best Value.
- To ensure effective relationships with clients and customers by providing specialist advice, techniques and activity and ensuring service improvement through engagement with the Digital Peterborough Executive Board, senior managers, Elected Members and external agencies.
- To work collaboratively within the City Council to review, promote and extend good practice and the effective integration of services and activities.
- To represent Digital Peterborough, and the City through local, national and international activities as required.
- To lead service delivery and project issues to achieve time and resource limited objectives as indicated by the Digital Peterborough programme.
- To contribute to the wider strategies of the City Council, the Local Strategic Partnership and the Local Enterprise Partnership as necessary.
- To lead and provide guidance to ensure the delivery of the programme through relevant Programme and Project Managers.
- To lead and monitor the proactive development of the digital service across the council.
- To lead on the development and application of policies, procedures and strategies pertaining to the use of digital technologies across Peterborough City Council, and to identify areas of improvement.
- To be responsive to the changing needs of the Council, the City, Regional, National and International bodies.
- To ensure that the Service is able to fully support its activities through suitable income generation at local, regional, national and international levels.
- To represent Digital Peterborough at a variety of public functions, events and meetings and present a professional and informed image.
- Within Digital Peterborough to ensure co-ordination and reporting including across teams and operational programmes.
- To manage, supervise and develop / train staff within digital services as appropriate.
- To support the Corporate Management Team.
- To contribute to any digital activity at an appropriate level.

Leadership

- To provide leadership in the management and development of staff and their work in teams to achieve corporate, team and personal objectives including individual and groups of projects.
- To establish and service Steering and Management Groups as appropriate, in order to build a strong and collaborative working relationship between partners.
- To lead on the development of digital service business, corporate and strategic plans and standards and their monitoring and collective review.
- To ensure the Council fulfils its duties and functions in fulfilment of statutory obligations & the law in the operation of these services.
- To provide inspirational leadership embedding a culture of change, continuous improvement, common professional standards and excellent people engagement.
- To ensure managerial and strategic leadership of services reporting to this post
- To manage all employees, and service performance in accordance with Council procedures and objectives.
- To manage staff, budgets and operational activities to ensure that quality, performance, service and financial objectives are met in accordance with the City Council's financial regulations, procedures and frameworks.
- To develop and sustain capacity and capability within the workforce.
- To actively promote the Council's Equal Opportunities Policies in all aspects of employment and service delivery.
- To contribute fully to the Resources management team.

Performance and Risk Management

- To ensure that management plans and strategies are regularly reviewed and updated to support performance improvement. To manage staff and relationships with partner organisations, businesses suppliers and other contractors.
- Be accountable for the achievement of service performance, outcomes, targets and objectives within approved budgets for the service.
- To monitor the performance of all managed services and to lead corrective action where performance falls short of policy objectives.

Financial Management and Governance

- Financial management of the revenue budgets delegated to the postholder.
- Lead negotiations, and establish service levels with third parties.
- Management of contractor and supplier budgets.
- Manage operating costs of suppliers.
- Report on specific items to Corporate Management Team, Resources Management Team, and relevant Council bodies as appropriate.
- To exercise any functions of the Council that are delegated to the post holder under the Council's Officer Scheme of Delegation.
- To work closely and constructively with executive councillors, relevant portfolio leads, scrutiny chairs and political group leaders/spokespersons in providing information and through the council's decision making processes.
- Appraise the Corporate Director of Resources of matters arising which are particularly sensitive in nature or controversial.

Job Knowledge

- Qualified to degree level or equivalent by experience.
- A relevant management or professional qualification and membership of a professional body are desirable.

- Successful track record in multi strand digital programmes to a large and diverse customer base.
- Successful track record in leading, planning, managing and delivering digital programmes and projects to target.
- Understanding of the role of the Council, its democratic operation and its responsibilities.
- Up to date knowledge of the latest developments in digital media including Social Media to support the Councils communications work.
- Good knowledge regarding legislation and best practice & service are desirable.

Experience

- Experience of successful strategic and operational resource management, including the evaluation of competing priorities.
- Experience of developing and managing a transparent framework for compliance with national, regional and local requirements.
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding and the ability to translate that into delivering the agendas of the administration and winning the confidence of elected members and external stakeholders.
- Significant experience of the preparation, management and control of budgets for a large, complex organisation, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation and maintaining customer care.
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.
- Effective leadership and management skills especially around performance, target return and delivery.
- Understanding the needs of the Knowledge Society and the role of digital technologies in leading the delivery of the Council priorities and ensure that the city stays at the forefront of digital technologies.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

Skills

- The ability to plan own and provide leadership to other manager's work to ensure the meeting of defined objectives.
- The ability to gather and analyse complex data and information in order to prepare recommendations, reports and proposals.
- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community.
- Excellent leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.

- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.
- Demonstrable continuous development and improvement of own leadership and professional practice.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

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