

JOB DESCRIPTION

JOB TITLE:	Digital Project Manager (Housing) (18-month fixed term contract)	JE NUMBER: A13506
DIRECTORATE:	Digital, HR and Customer Services	BAND: 11
RESPONSIBLE TO:	Transformation Programme Manager	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	Programme lead for the integration of various housing software systems and a modernisation programme to maximise the use of housing IT. Co-ordinate and direct cross-functional project team, key stakeholder involvement.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Integration of various housing software systems and a modernisation programme to maximise the use of housing IT.
2.	Co-ordinate and direct cross-functional project team, key stakeholder involvement assessment, Manage the ICT project across the Council from initiation to completion including maintain project plans and documentation, risk and budget monitoring, resource planning, communication, stakeholder engagement and post project evaluation.
3.	Co-ordinate teams potentially including staff from other departments, external contractors and suppliers and other third parties to achieve the objectives.
4.	Ensure relevant stakeholders are regularly update on progress, producing key formal documents to enable decision making and ensuring that any concerns are escalated at an early stage.
5.	Identify and report on any costs and manage project budgets.
6.	Manage process mapping of existing processes across wide ranging and disparate areas, identifying cost and efficiency savings and managing the implementation of revised processes.
7.	Work with Senor Officers and staff to roll out training and data migration.
8.	Deliver innovation and change and be able to quickly produce compelling proposals for improvement of the project as it develops.
9.	Complete as directed all other reasonable duties commensurate to the scale and seniority of the post.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change – The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	✓
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	✓
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	✓	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	✓	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Digital Project Manager (Housing) (18 month fixed term contract)	JE NUMBER:	A13506
DIRECTORATE:	Digital, HR and Customer Services	DATE:	July 2025

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Extensive knowledge and experience of identifying ICT system and operational process improvements	AF/ I
•	Ability to implement process and system changes in a timely and engaged manner securing tangible benefits.	AF/ I
•	Ability to maintain excellent relationships and good management skills	AF/ I
•	Ability to progress planned work and to analyse and use complex information	AF/ I
•	Ability to form effective relationships with other teams and service providers	AF/ I
Desirable		
•	Ability to use various ICT systems	AF/ I
•	Extensive knowledge and experience of identifying suitable ICT systems.	AF/ I
•	Comprehensive knowledge of procurement of ICT systems	AF/ I
•	Ability to carry out implementation of new ICT systems	AF/ I
EXPERIENCE		
Essential		
•	Experience of managing projects and programmes, working to time, budget and quality	AF/I

•	Extensive and relevant experience and knowledge in ICT systems	AF/ I
•	Experience of interpreting vision and strategy to drive delivery through people	AF/I
•	Relevant experience and knowledge of rolling out new ICT systems to a wide team of professionals and	AF/ I
Desirable		
•	Experience of housing management systems	AF/I
•	Working within a public sector environment	AF/ I
QUALIFICATIONS		
Essential		
•	Educated to degree level	AF/I
Desirable		
•	Evidence of CPD to date	AF/I
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	AF/ I
•	To perform the job role in accordance with the specified level of the council's Competency Framework	AF/ I
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective	

Level: 2	<p>change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	
Level: 2		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	
Level: 2		
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	
Level: 2		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p>	
Level: 2		

	For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
Delivering Value for Money	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
Level: 2		
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	
Level: 2		
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	
Level: 2		