

Post Title:	Change & Projects Officer
Grade:	10
Section:	Change and Regulatory Services
Responsible To:	Change, Programme and Performance Team Manager
Date Prepared:	November 2023

Job Purpose and Work Objectives

Ensure that Council projects and change initiatives are delivered in time, within budget and to the agreed standard through

- Leading on the development of robust plans and scoping of projects and change initiatives
- Development of project documentation including Business Cases and obtaining sign-offs
- Ensuring work is completed in accordance with agreed Business Cases
- Arranging and co-ordination of change management activity
- Providing assurance to stakeholders on project progress through updating the Projects Office
- Development and on-going improvement of a Project Management Office (PMO) within the authority
- Continue to support and develop the WLDC's approach to Programme & Project Management

Service Specific Responsibilities

Change Management

- Undertake the scoping, planning and delivery of change initiatives with consideration given to Project Sponsor, stakeholder and risk management
- Assist in the delivery of stakeholder engagement activity
- Development of change management business cases
- Ensure compliance with the Council's Change Management Strategy
- Ensure the effective delivery of business change through project management to ensure delivery to the required standard.

Project Management

- Coordinate the effective development, scoping, management and delivery of projects, including multiple, complex and crosscutting constituent projects, throughout development, approval, and implementation.
- To ensure project governance arrangements are adhered to and are managed effectively

- To identify and report all project related risks and issues to relevant officers and Members, ensuring they are managed effectively.
- Track the realisation of benefits arising from the implementation of projects, ensuring that these are properly reported and enumerated.
- Promote and demonstrate good project management practice across the Authority.

Other Duties

- Offer guidance to WLDC officers and assist in the delivery of planned training
- Promote and demonstrate good practice with on-going involvement in the continual improvement of supporting frameworks

Corporate Management Framework

The post holder is required to be proficient in all areas within Level Two of the Council’s Behaviour Framework.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their entire staff share this commitment. As part of this commitment all staff will attend a safeguarding briefing as part of their induction and be expected to familiarise yourself with the safeguarding policy.

Generic Competencies

The post holder is required to be proficient in all areas within Level Two of the Council’s Competency Framework.

Understanding and Promoting Core Values and Behaviours

In fulfilment of the role, the post holder will be expected to be aware of, take account of and demonstrate the Council’s agreed core values and behaviours.

Working corporately and with partners.

Where necessary, to assist and actively contribute to the development and delivery of corporate or partnership projects/initiatives.

Consistent approach - working to the agreed codes of practice.

Where applicable, the post holder will be required to work in line with agreed Codes of Practice

Health and safety, regulatory and legal

- To understand the legal and regulatory framework in which the role will operate and work within it.
- To give due consideration to health and safety in the carrying out of duties.

Signed: _____ Dated: _____



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email customer.relations@west-lindsey.gov.uk or by asking any of the Customer Services staff.

Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Management has the right to vary the duties after consultation with you.