

JOB DESCRIPTION

Job Title:	Apprentice Digital and ICT Project Manager		
Directorate:	Delivery	Salary:	£21,968 - £25,409 plus £663 London Weighting
Section:	ICT Project Management	Grade:	BG-I (SCP 6 -14)
Location:	Time Square, Bracknell	Work Style:	Home Flex

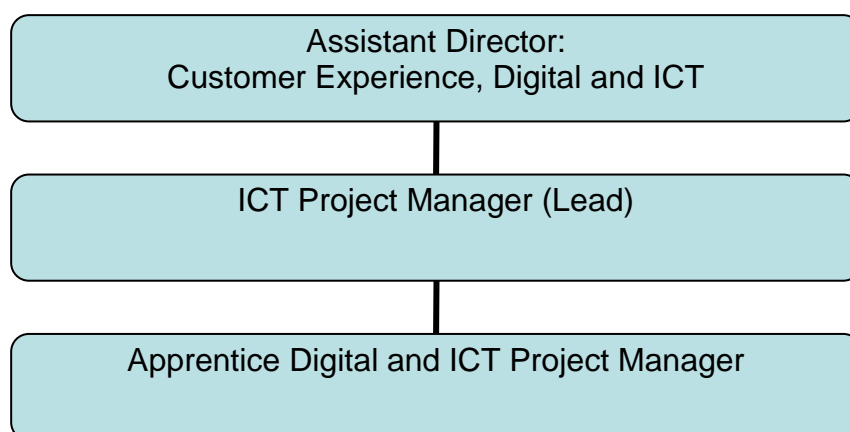
Key Objectives of the role

To develop skills in Digital and ICT Project Management by working with experienced Project Managers on specific Digital and ICT projects and project workstreams, in multi-disciplined teams.

As part of a blended learning and development process, to produce requirements specifications, project scoping documents, project initiation documents and to maintain effective project controls such as budget management, progress reporting and post implementation reviews and to identify learning points for future projects.

To research and assist in the development of a “fit for purpose” Project Management Office (PMO) for Digital and ICT projects and to help to design and implement the technical and administrative systems underpinning the PMO.

Designation of post and position within departmental structure



(The Digital and ICT Project Manager Lead would provide mentoring and coaching support and the Apprentice Digital and ICT Project Manager would be shadowing each of the two Digital and ICT projects Managers, as appropriate).

Daily and monthly responsibilities

The Apprentice Digital and ICT Project Manager will be expected to:

- Assist Project Managers in the successful delivery of projects linked to the different programmes of work.
- Develop understanding and knowledge of the project lifecycle, project governance and the typical activities within different project stages.
- Contribute to the production of project deliverables, e.g., Project Plan, Communications Plan, Risk Log, Project Board Papers
- Shadow experienced project managers to gain valuable first-hand experience of established in-progress projects.
- Develop an understanding of the production of business cases and the procurement processes.
- Co-ordinate the estimation, planning and delivery of a small project, identifying resource required, key activities, dependencies, and project milestones under supervision.
- Supporting stakeholder engagement activities, e.g., identification, communication, workshops, meetings, consultation, and stakeholder management planning
- Support in ensuring projects meet key timescales and that projects deliverables meet the expected quality standard set out in project scoping and initiation.
- Identify, understand, and mitigate risk as required to keep projects on track.
- Provide administrative support for the Project Management Office with examples of such work including:
 - Dealing with general enquiries.
 - Maintaining secure and accurate records.
 - Processing records and maintaining input onto key corporate systems (e.g., SharePoint EDRMS) to ensure information is kept up to date.
 - Collating reports and analyse project management information (e.g., progress on a given workstream).

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

The post-holder is required to be flexible as they may be moved from time to time between development management and spatial policy teams according to the needs of the service and/or to develop a broad base of planning expertise.

The Associate Project Manager Apprenticeship

The Associate Project Manager Apprenticeship will be attained via the Bracknell Forest apprenticeship scheme which requires 6 hours off the job training/learning a week. This Apprenticeship Programme is likely to be delivered by West Berkshire Training Consortium.

The Associate Project Manager Apprenticeship is a Level 4 qualification which takes 2 years to complete. At the end of the programme you will complete an end point assessment which will award you your Level 4 Associate Project Manager Apprenticeship qualification if successfully completed.

Scope of role

- Develop understanding and knowledge of the project lifecycle, project governance and the typical activities within different project stages
- The post holder will work with project managers to develop skills and experience in maintaining project administration and control for the approved programme of Digital and ICT projects.
- The post holder may occasionally represent Digital and ICT Services to liaise with ICT Services support teams, internal management and external suppliers, to ensure that smooth and successful implementation of projects and on-going support is maintained to the highest level.
- The Project Management Apprentice will be allocated six hours per week for Apprenticeship Related Learning

The post-holder has no budgetary responsibilities.

The Council operates 'agile' working and the postholder will be designated a Flexible Workstyle'. This means working away from their designated office space (at either another office location, at home, or in the field) for, on average, up to 80% of their normal working week. The extent, timing and location of remote working will be by agreement with your manager and local working practices. The postholder may, from time to time, be required to work outside of normal office hours.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>GCSE English & Maths 4-9 (C-A*) or equivalent.</p> <p>Level 3 qualification (A level, BTEC or equivalent).</p> <p>Six months' administration experience.</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent verbal and written communication skills that are inclusive, and comfortable with a wide range of audiences</p> <p>Strong organisational and time management skills</p> <p>Knowledge of Project Management Lifecycle</p> <p>A highly motivated self- starter.</p> <p>Collaborative, working well all types of people.</p>	<p>Strong relationship building skills</p> <p>Ability to give and take constructive feedback</p> <p>A creative thinker who can look at a complex problem and come up with solutions.</p> <p>Keen to listen and understand different voices and perspectives.</p>
Work-related Personal Requirements	<p>An awareness of project management</p> <p>Quick to digest and understand complex information.</p>	<p>An interest in in local government and the public sector</p>
Other Work Requirements	<p>A willingness to study towards and complete the End point assessment for the <u>Level 4 Associate project manager</u> apprenticeship.</p>	

**Role models
and
demonstrates
the
Council's
values and
behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All employees should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

