JOBTITLE: Digital Projects & Finance Officer

GRADE: 5

DIVISION: Change & Support Services

NO OF POSTS: 1

SECTION: Digital Birmingham

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

To manage co-ordinate and support ICT developments and activities in order to:

1.1. Develop and manage specific projects to support Birmingham’s Digital Agenda, for example, business use of emerging data technologies, connectivity and others, European or other funded programmes.

1.2. To develop innovative partnership approaches to making emerging technologies readily available to the business community of Birmingham, helping them trade more effectively, driving up competitiveness and achieving business growth.

1.3. Take responsibility and lead on a portfolio of activities to build internal and external stakeholder relationships, and develop project ideas, with an emphasis on the business community.

1.4. Influence policy and strategy in the Council and Government such as through consultation responses

1.5. To develop and manage specific projects, campaign activities, events to contribute to the delivery of projects.

1.6. To produce consistently high quality reports and present information in creative and engaging ways, maximising use of social media and online channels.

2.0 DUTIES AND RESPONSIBILITIES

2.1. To gather and analyse complex business and related data to prepare recommendations, reports and proposals and present these internally and externally
2.2. To maintain up to date knowledge of specific business areas / sectors, equipment, software, office products and business analysis techniques in order to develop business cases and meet customers marketing and communications needs.

2.3. To work with external partners in local, national and European projects and initiate new partnerships where required including SMEs supply chains, commercial partners, citizens, public and third sector.

2.4. To project/programme manage marketing solutions and communication channels working with partners, businesses, individuals and teams.

2.5. To identify the changing needs of the Service and lead on finding solutions.

2.6. To monitor and contribute to the definition of performance standards and SLAs where appropriate.

2.7. To work collaboratively with partners and businesses to improve service delivery and changes to business practices to meet corporate policies and priorities.

2.8. To be responsible for setting and monitoring of budgets for specific projects/programmes and create opportunities for income generation.

2.9. To take responsibility for financial management in particular efficient budgetary management and the process of income generation as part of the annual business planning process in particular through contributing to or developing bids for grant funding.

2.10. To represent Digital Birmingham as required at local, national business or European events.

2.11. To publish or ensure publication of project results in a variety of channels e.g. blog, twitter, press release etc.

2.12. To support co-ordination and reporting including across teams and operational programmes.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of Digital Birmingham

JOB NO: PB05

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.
4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>None: 3. Plan own work to ensure the meeting of defined objectives.</td>
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*Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS**
## Person Specification

**Post:** Digital Projects & Finance Officer  
**Grade:** 5  
**Division:** Intelligent Client Function (ICF)  
**Section:** Digital Birmingham  
**Directorate:** Change and Support Service

Method of Assessment (M.O.A.)  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>NVQ Level 4/ Batchelor’s Degree or equivalent experience</td>
<td>AF</td>
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| **Experience**            | • Successful track record in initiating and managing projects especially focussed on SME engagement and area based projects  
                           | • Experience of working with the business community, bringing forward innovative ideas to meet their emerging needs.  
                           | • Demonstrate successful experience of influencing, networking and cooperation with partners across organisations at all levels to deliver project outcomes and outputs. | AF / I |

NB: Full regard must be paid to overseas qualifications.
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<th>Skills &amp; Ability</th>
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<td>e.g. written communication skills, dealing with the public etc.</td>
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<td>• Ability to collaborate and negotiate across a range of people, sectors and geographic boundaries</td>
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<td>• Ability to manage a project budget and some experience in submitting funding proposals to external agencies</td>
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<td>• Understanding of the needs of the business community / SMEs and a commitment to bring forward ideas to meet these needs</td>
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<td>• Excellent communication skills on all levels and ability to present ideas and concepts in a convincing manner.</td>
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<td>• Understanding the role digital technologies may play in the Council and society in particular relating to recent policy developments like Big Society and Independent Living</td>
<td>AF/I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

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<th>Skills &amp; Ability</th>
<th>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <strong>Part 7 of the Immigration Act 2016</strong></th>
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| Training | • Able to demonstrate recent and relevant professional development.  
• Able to commit to continuous development at a personal and organisational level. | AF/I  
AF |
|----------|----------------------------------------------------------------------------------------------------------------------------------|---|

| Other    | • Ability to travel to venues in Birmingham and the UK  
• Awareness of Health & Safety in the workplace and how this applies in service provision. | I  
I |
|----------|----------------------------------------------------------------------------------------------------------------------------------|---|