

Recruitment person specification

Post being recruited for: Senior Manager Digital Transformation

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

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| <ol style="list-style-type: none">1. Significant senior leadership experience within a large, complex organisation, with accountability for strategic and operational delivery and evidence of achieving measurable outcomes.2. Proven experience leading organisation-wide digital transformation, technology modernisation, service redesign and continuous improvement programmes that deliver measurable customer, workforce and organisational benefits.3. Experience developing and implementing digital, data and technology strategies, target operating models, organisational structures and governance arrangements aligned with organisational priorities.4. Significant experience leading multidisciplinary teams, building a high-performance culture and supporting workforce and cultural change through clear direction, coaching and engagement.5. Experience managing complex, high-profile programmes, including governance, assurance, risk, dependencies, resources, performance, benefits realisation and delivery within politically sensitive environments.6. Experience managing significant budgets, workforce plans, procurement activity, supplier relationships, contracts and commercial negotiations within a large-scale operational environment.7. Demonstrable experience using complex data, performance intelligence, business cases and options appraisals to inform evidence-based decisions, investment and service improvement.8. Proven experience influencing Chief Officers, Elected Members, senior stakeholders, partners and suppliers, and presenting clear strategic advice and recommendations to senior leadership and committee audiences. | <ol style="list-style-type: none">1. Senior experience in local government, the wider public sector or another politically led organisation.2. Led organisation-wide digital transformation, technology modernisation or service redesign.3. Designed digital, data and technology strategies, operating models or service frameworks.4. Applied automation, artificial intelligence, digital platforms or emerging technologies to improve outcomes.5. Managed major procurement, commercial negotiations, suppliers or strategic technology partnerships.6. Delivered complex organisational, workforce or cultural change with effective stakeholder engagement.7. Established governance, assurance, business cases and performance frameworks for high-profile transformation programmes. |
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**Knowledge,
skills and
understanding**

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| <ul style="list-style-type: none"> ✓ 1. Ability to develop and articulate a clear strategic vision and translate this into deliverable plans and outcomes. ✓ 2. Strong understanding of digital transformation, technology operating models, service redesign and modern delivery practices. ✓ 3. Excellent stakeholder management, influencing and negotiation skills, with the ability to build consensus across complex organisations. ✓ 4. Strong analytical and problem-solving skills, with the ability to interpret complex information and make evidence-based decisions. ✓ 5. Strong understanding of governance, assurance, risk management and programme delivery methodologies. ✓ 6. Excellent communication skills, including the ability to present complex issues clearly to senior leaders, elected members and external partners. | <ul style="list-style-type: none"> ✓ 1. Knowledge of digital transformation, technology modernisation and the application of digital solutions to improve organisational performance and customer outcomes. ✓ 2. Understanding of technology operating models, target operating model design and service delivery frameworks within large and complex organisations. ✓ 3. Knowledge of emerging technologies, including automation, artificial intelligence, cloud technologies and data-driven solutions, and their potential application within public services. ✓ 4. Understanding of enterprise architecture, digital platforms, systems integration and technology governance principles. ✓ 5. Knowledge of agile, user-centred design, service design and modern delivery methodologies. ✓ 6. Understanding of digital, data and technology strategies and how these contribute to organisational transformation and service improvement. ✓ 7. Knowledge of commercial management, procurement, supplier relationship management and strategic sourcing approaches. ✓ 8. Understanding of information governance, cyber security, data protection and digital risk management principles. ✓ 9. Ability to identify opportunities for innovation and apply creative thinking to complex organisational challenges. ✓ 10. Ability to develop robust business cases, options appraisals and investment proposals that demonstrate strategic value and deliver measurable benefits. ✓ 11. Strong facilitation, negotiation and partnership-working skills, with the ability to build consensus across multiple stakeholders and organisations. ✓ 12. Knowledge of best practice, benchmarking and performance improvement techniques used to drive efficiency, innovation and continuous improvement. |
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Qualifications and training	Evidence of extensive leadership experience Evidence and experience of developing and implementing digital strategies Professional qualifications or the relevant senior leadership experience with Digital, Technology, Business Management, Information Systems, Organisational Change, Programme Management Professional qualification pr the relevant senior leadership experience in programme, project or change management, such as MSP, PRINCE2, Agile, Managing Successful Programmes (MSP), Change Management Practitioner Evidence of continuing professional development relevant to digital transformation, organisational change, leadership, technology or service improvement. Demonstrable commitment to maintaining up-to-date knowledge of digital, technology and transformation best practice.	Postgraduate qualification in a relevant discipline. Professional accreditation in programme, project, change or agile delivery methodologies. Leadership and management qualification or equivalent senior leadership development. Relevant certification in digital, technology, cyber security, data or service design disciplines. Evidence of ongoing professional development in digital transformation and emerging technologies.
Job specific requirements	Work flexibly across Council locations and outside normal hours when required. Travel as required for service delivery and partnership working. Exercise sound judgement and confidentiality in a politically sensitive environment. Comply with Council policies, standards and required checks and training.	