



**Temporary Digital Transformation Project Manager**  
**Candidate Information Pack**  
**Job Reference – H18039**



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## **Section 1 - Background**

The Education Authority (EA) was created on 01 April 2015 as a new organisation with responsibility for the delivery of education services to schools and youth centres across Northern Ireland.

The work we do impacts the lives of thousands of children and young people and their families every day. The services we provide are essential in supporting, encouraging and facilitating learning within our communities to develop generations of young people who are equipped to succeed in life and work in the modern world.

As a public sector organisation, we must continue to deliver these important services in a challenging environment of increasing financial pressure and under intense public scrutiny.

The Authority is at the beginning of an exciting journey of organisational transformation and modernisation. Our aim is to build a new organisation that is focused on meeting the needs of all our young people equally, removing barriers to learning and ensuring equality of access to excellent education services so that every child can develop to his or her full potential.

### **The Operations and Estates Directorate**

Operations and Estates is a complex multi-disciplinary Directorate with two distinct areas; Operations and Estates. The Directorate includes all the core business support services including transport, capital procurement, estate and facilities management, school admissions and student finance, all of which are critical to the smooth day to day running of schools and the wider education service. These are high risk, high profile, front line services with significant operational challenges under frequent public scrutiny which require major reorganisation and modernisation. A significant change programme is required to develop and implement a regional strategy and service delivery model for each of these vital front-line services. This will need to be balanced with ensuring the continued operation of the services during a period of major change.

The Directorate also includes the planning of the capital investment programme, ensuring investment in infrastructure is optimised to deliver fit for purpose facilities for schools, youth settings and EA delivered services.

### **Digital Transformation**

There are a number of key challenges facing the Education Authority over the next three years, including increasing citizens' expectations and continuing financial pressures. Digital technology provides us with a huge opportunity to completely re-think how our public services are better delivered and to work collaboratively to transform and revolutionise how we do business. The Programme for Government (PfG) includes a commitment to increasing use of online channels, with 70% of all citizen transactions with Government online by 2019.

The Education Authority is committed to a "Digital First" approach in transforming its business and operational performance.

## 2. Job Description

**Job Title:** Digital Transformation Project Manager

**Responsible to:** Head of Digital Transformation

### **Job Purpose:**

The post-holder will report directly to the Head of Digital Transformation and will be required to manage, develop and support digital transformation projects across the Directorate and the EA.

### **Main Duties and Responsibilities:**

#### **Project Management**

The post-holder will be expected to:

- Direct, manage and plan EA digital Transformation projects in accordance with EA's strategic plan, relevant legislation, industry best practice and other public sector policies and guidance.
- Project manage the design, development and implementation new digital solutions for Operations and Estate's Services in line with a Digital Transformation Programme to achieve the delivery of time bound priorities and corporate and strategic objectives;
- Provide project management reports to the Digital Transformation Manager on digital transformation project progress, risks, actions, issues, costs and relevant milestones.
- Develop and implement Digital Transformation standards, policies and procedures.
- Develop and implement procedures and staff guidance for the Digital Transformation Projects.
- Work closely with ICT and other EA services to manage the scheduling, delivery, scaling, security and integration of new and existing Digital Transformation Projects
- Develop digital solutions with accessibility measures and functionality adhering to relevant legislation and stakeholder requirements.
- Advise relevant stakeholders, including Directors, Assistant Directors, service managers, Department of Education, schools, parents, pupils and other employing Authorities, in relation to the successful development of EA's Digital Transformation Projects.

- Advise EA communications team to ensure effective provision of information via the EA's digital and social media channels.
- Monitor and evaluate the Digital supplier's performance and work with ICT to ensure adherence to service level agreements.

## **Digital Transformation**

- Work co-operatively with colleagues in other sections of the authority to ensure consistent and coherent approaches towards Digital Transformation.
- Provide advice, guidance, training and support across directorates and other stakeholders to ensure awareness of research, trends and development in the area of Digital Transformation.
- Manage staff to perform to their potential, promote their professional development and give support when required to ensure that the team and others are aware of the corporate culture, values and processes which underpin organisational development.
- Liaise and work co-operatively with a wide range of bodies including the Department of Education, schools and other statutory and voluntary agencies on policy matters relating to Digital Transformation.
- Contribute to attendance at meetings relating to Digital Transformation both internally and with other stakeholders, in accordance with corporate goals, service targets, multi-agency actions plans and in line with EA and DE requirements.
- Plan, manage, monitor and evaluate stakeholder requirements and insights
- Create and manage user focus groups with relevant stakeholders to ensure continual improvement of digital services.
- Discover, build and disseminate evidence of how digital technology (current and emerging) and new ways of working are being leveraged in the public and private sectors to gain support for EA Digital transformation initiatives.
- Develop and deliver Digital Transformation and innovation learning opportunities for initiatives for staff across the Directorate Attend conferences and events relevant to the EA's Digital transformation programme and strategic interests as required.

- Other Duties Contribute to the development of specifications for future Digital Solutions for EA
- Comply with the Authority's policies and procedures in relation to the duties and responsibilities of the post.
- Facilitate reporting protocols that are required by the EA and in compliance with DE guidelines;
- Any such other duties that the Authority may from time to time require.

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. EA reserves the right, in consultation with the post holder, to amend the job description to meet the changing needs of the organisation.

### 3. Person Specification

#### Eligibility Criteria:

- Applications are invited from current employees of the Education Authority who can demonstrate that they meet the essential criteria for the post.
- Applicants must have access to a form of transport to enable them to meet the requirements of the post.

#### Essential Criteria:

Candidates must, at the closing date for applications, be able to demonstrate on their application form that they meet the following essential criteria:

1. A third level qualification (or equivalent) in an area related to the role AND at least 2 years' experience working in an ICT or digital team environment in at least two of the three following areas:
  - Management of Digital Transformation projects using proven methodologies
  - Management of Digital Transformation projects delivered by agencies and/or third parties

OR

2. At least 5 years' experience of working in an ICT team environment in at least two of the three following areas:
  - Digital Transformation Projects
  - Management of projects using proven methodologies
  - Management of projects delivered by agencies and/or third parties

AND

3. Demonstrable experience of the project management of IT/ICT projects including the ability to plan, prioritise, deliver high quality outcomes and evaluate success.
4. Demonstrable experience of the development, implementation and evaluation of IT/ICT policy, procedures or guidance.
5. A high level of IT literacy including a working knowledge and understanding of Microsoft Office applications and Management Information Systems.

6. A proven ability to analyse business information and to apply innovation and initiative in solving problems.
7. A proven ability to communicate effectively and to establish and maintain productive working relationships with internal and external stakeholders at a range of levels.
8. Understanding and knowledge of the current and anticipated challenges facing the Education Authority.

### **Desirable Criteria**

If it is necessary to further shortlist those candidates who meet the essential criteria, the following desirable criteria will be applied in the order listed:

1. Holding or working towards a recognised professional qualification in project management for example Agile or Prince 2
2. Experience of the direct supervision or management of staff.



**EDUCATION AUTHORITY**  
**PERSON SPECIFICATION**

**POST: Temporary Digital Transformation Project Manager**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Experience</b>	<p><b>EITHER:</b> A third level qualification (or equivalent) in an area related to the role AND at least 2 years' experience working in an ICT or digital team environment in at least two of the three following areas:</p> <ul style="list-style-type: none"> <li>➤ Management of Digital Transformation projects using proven methodologies</li> <li>➤ Management of Digital Transformation projects delivered by agencies and/or third parties</li> </ul> <p><b>OR:</b> At least 5 years' experience of working in an ICT team environment in at least two of the three following areas:</p> <ul style="list-style-type: none"> <li>➤ Digital Transformation Projects</li> <li>➤ Management of projects using proven methodologies</li> <li>➤ Management of projects delivered by agencies and/or third parties</li> </ul> <p>Demonstrate experience of the project management of IT/ICT projects including the ability to plan, prioritise, deliver high quality outcomes and evaluate success</p> <p>Demonstrable experience of the development, implementation and evaluation of IT/ICT policy, procedures or guidance.</p>	<p>Holding or working towards a recognised professional qualification in project management for e.g. Agile or Prince 2</p> <p>Experience of the direct supervision or management of staff.</p>
<b>Knowledge</b>	<p>A high level of IT literacy including a working knowledge and understanding of Microsoft Office applications and Management Information Systems.</p> <p>Understanding and knowledge of the current and anticipated challenges facing the Education Authority.</p>	
<b>Skills</b>	<p>A proven ability to analyse business information and to apply innovation and initiative in solving problems.</p>	

<b>Personal Qualities</b>	A proven ability to communicate effectively and to establish and maintain productive working relationships with internal and external stakeholders at a range of levels.	
<b>Other Requirements</b>	Applicants must have access to a form of transport to enable them to meet the requirements of the post.	

## **4. Terms and Conditions of Appointment**

### **Length of Contract:**

This role is offered on a fixed term contract for 12 months with the possibility of extension.

### **Salary and Grade:**

Senior Administrative Officer (SCPs 38-41)

Salary £33,437 - £36,379

### **Hours:**

This is a full-time role. The normal hours of work are 36 per week.

Work may occasionally be required outside of standard working hours as related to the duties of the role, for example in relation to critical issues with the website.

### **Location:**

Location may be discussed and agreed with the Head of Communications. Flexible arrangements will be considered to allow the post holder to continue to work from their current base location as far as is practical in fulfilling the duties and responsibilities of the role.

The post-holder will also be required to travel across EA to attend meetings and other role related responsibilities.

Work may occasionally be required outside of standard working hours.

## 5. Recruitment and Selection Process

### Submission of Completed Applications:

Completed application forms must be submitted **by 2pm Tuesday 19 June 2018**

Completed applications can be emailed to [earecruitment@eani.org.uk](mailto:earecruitment@eani.org.uk)

Applications can also be submitted by post or hand delivery to:

Equal Opportunities Unit  
Education Authority – Armagh  
3 Charlemont Place  
The Mall  
Armagh  
BT61 9AX

It is the applicant's responsibility to ensure that the form is received by the closing date. Late applications will not be accepted unless there are extenuating circumstances. Applications must bear the correct amount of postage as any shortfall may lead to a delay in delivery and the closing date may be missed.

Candidates are reminded that the application form must be fully completed. Incomplete application forms will not be considered. Faxed applications will not be accepted. CVs, letters or any other supplementary material will not be accepted in place of, or in addition to, completed application forms. Additional information received after the closing date will not be considered. It is therefore essential that applicants indicate on their application form how and to what extent their qualifications, skills and experience are relevant to the selection criteria outlined.

Please do not attempt to reformat the application form.

Any candidates who are experiencing difficulties completing their application form because of a disability or who have any queries regarding the recruitment process should contact the Recruitment Unit via email ([earecruitment@eani.org.uk](mailto:earecruitment@eani.org.uk)) or by telephone on 028 3751 5390

## **Selection Process**

### **1. Initial Screening**

All applications received by the closing date will initially be screened by the Recruitment Unit to check they have been properly completed. Any applications which have not been properly completed will be deemed invalid.

### **2. Eligibility Check**

All valid applications will be checked by the Recruitment Unit to ensure that they meet the eligibility requirements for the role.

### **3. Shortlisting**

The selection panel will meet to review the completed application forms in relation to the essential criteria. In the event of an excessive number of applicants, EA reserves the right to apply the shortlisting criteria in the order specified. It may not be necessary to use any or all of the shortlisting criteria.

### **4. Interview and Assessment**

Shortlisted candidates will be invited to attend for interview and assessment. Further details will be provided with the invitation to attend interview.

Anticipated dates for the selection process are as follows:

Closing Date: Tuesday 19 June 2018

If you are unable to attend the interview on the date specified due to previous holiday commitments, it is essential you contact the Recruitment Unit at the earliest opportunity via email ([yvette.mallon@eani.org.uk](mailto:yvette.mallon@eani.org.uk)) or by telephone on 028 3751 2214. A request for an alternative interview date will be considered and will be at the absolute discretion of EA / the Board of Governors.

## **5. Equal Opportunities**

The Education Authority as an employer is fully committed to the promotion of equality of opportunity in employment to all, irrespective of sex, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, political opinion, race, disability, age and trade union membership or non-membership.