



ADUR & WORTHING  
COUNCILS

## Person Specification

<b>Authority:</b>	WBC/ADC
<b>Directorate:</b>	Digital and Resources
<b>Section:</b>	Digital and Design
<b>Post Title:</b>	Digital Delivery Manager
<b>Post Number:</b>	
<b>Accountable to:</b>	Head of Service / Director of Digital and Resources
<b>Management responsibility for:</b>	IT Project Manager, Project Support Officers, Consultants, allocated resources
<b>Authority to liaise with:</b>	Key business stakeholders

	<b>Essential</b>	<b>Desirable</b>
Education, qualifications and training	GCSE English and Maths A* - C or equivalent	Degree or equivalent in IT or business information systems related subject.
Specialist skills and aptitude	Proven experience as a senior project manager. Firm, demonstrable understanding of IT project management methodologies (PRINCE2 and Agile)  Good awareness of current IT trends	Experience of ITIL v3, in particular service strategy, service design and service transition.  Experience of design methodologies such as the Design Council Double-Diamond.
Experience of	Leading IT and digital projects and programmes within a business or local government context  Leading UX designers, business change specialists and technical resources.	
Job knowledge	Demonstrable knowledge of the business context of the Council's' and the	

	systems that underpin and enable it to operate.	
Decision making and analytical skills	<p>Results oriented logical/lateral thinker, with the capability to assimilate business and technical knowledge quickly and accurately.</p> <p>Owens responsibility for the programme and is able to make risk based judgements on matters relating to areas that are undefined or unclear.</p>	
Communication and interpersonal skills	<p>Excellent written and verbal communication skills, used with customer focus and emotional intelligence. Disciplined to turn in project reports on time and to quality expectations</p> <p>Confident developing and delivery of stand up presentations and detailed business reports to key internal stakeholders and 3rd party audiences.</p>	
Information Technology skills	Good level of familiarity with office productivity solutions, operating systems and IT support applications.	Familiarity with Google productivity solutions and/or other internet based productivity tools