



September 2009

1. JOB IDENTITY

Post Title:	ICT Project Leader	Service:	Business Services
Section:	ICT	Grade:	Practitioner J
Reports to:	Senior Project Leader		

2. JOB PURPOSE

- Manage a wide range of complex ICT and business projects involving the selection, development and implementation of ICT solutions across the council, by co-ordinating with other project and business teams in order to achieve the delivery of quality project outputs and manage all project customers, stakeholders and budgets

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Manage a wide range of complex ICT and business projects involving the development and implementation of business processes and ICT facilities to enhance the efficiency of council wide service delivery
- Ensure alignment of project deliverables with corporate and strategic aims, within agreed costs, timescales and quality
- Manage relationships with project teams and all ICT project customers and stakeholders across the council
- Support the Senior Project Leader in developing critical areas of good practice, procedures and process in ICT project management to ensure continuous improvement of the ICT project management function
- Prepare and maintain high quality project documentation, records and progress reports utilising and developing procedures and processes as required demonstrating robust project management standards
- Manage all associated project budgets
- Ensure compliance with project management and quality assurance procedures, tools and standards.

4. QUALIFICATIONS AND TRAINING

Essential:	<ul style="list-style-type: none"> • Academic achievement to degree level or experience in a similar role • PRINCE2 qualification
Desirable:	<ul style="list-style-type: none"> • Project Management qualification



5. EXPERIENCE

- Essential:**
- Experience in leading and delivering ICT projects
 - Experience of working with and managing key stakeholders
- Desirable:**
- Experience of Public Sector environments
 - Experience in leading and managing project teams

6. KNOWLEDGE AND SKILLS

- Essential:**
- Customer focussed with good relationship management, communication and negotiation skills
 - Excellent analytical skills
 - Ability to challenge assumptions and conventions
 - Working knowledge of project management
 - Ability to produce high quality reports and diagrams

7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	This post does not require a Disclosure Check
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a Flexible post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/