

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Office 365 Architect/Project Manager

Vacancy ID: 009308

Salary: £40,858 - £43,757 Annually

Closing Date: 30/09/2018

Benefits & Grade

Grade O

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

EXCELLENT ALONE - OUTSTANDING TOGETHER

Make a career choice that counts

We are on a journey as an organisation. A journey to become more digitally focussed and hyper efficient across the sectors in which we operate. Our strategy is set and our direction is clear. What comes next is what we love the most, applying our skills and experience to innovate, design, implement and support information systems that deliver real business value, improve the way we operate and give us the edge to do great things for all the right reasons!

We are looking to appoint an ICT Office 365 Architect/Project Manager to lead the architecture and project management of the Office 365 implementation, be involved in developing and implementing improved working practices, but most importantly deliver the best experience for our customers. You'll be working in our energised, dynamic and focused ICT Strategy and Operations team for Chris Oates, our ICT Strategy and Operations Manager. Chris has a passion for ensuring that we meet our customers unarticulated needs and build quality and efficiency into all our work from the earliest stage to ensure that we delight our customers

You will be based in our modern, open plan office at Darlington Town Hall which has great train, bus links and cycle parking. Our focus is on getting the job done, working as a team to cover business requirements. We offer 26 days paid holiday a year (increasing to 31 after 5 years' service) as well as flexi-time, an excellent pension scheme, and salary sacrifice schemes including cycle, car, transport and childcare vouchers.

To be considered for this role you will need a wealth of experience of designing and delivering Office 365 projects, ideally as part of a wider transformation programme. If you are that person we know that you will thrive here, challenging your own ambitions with our fantastic career and training opportunities.

If you think you've got the right drive and focus, strong Office 365 experience and a good sense of humour, then we'd love to hear from you!

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Chris Oates, ICT Strategy & Operations Manager, on 01642 528472.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

JOB DESCRIPTION

Directorate: Xentrall		Service Area: ICT
JOB TITLE: ICT Office 365 Architect/Project Manager		
GRADE: O		
REPORTING TO: Chris Oates		
1.	JOB SUMMARY: The ICT Office 365 Architect/Project Manager is to lead the architecture and project management of the Office 365 implementation and be involved in developing and implementing improved working practices to deliver the best experience for our customers.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
		Lead: <ul style="list-style-type: none"> • The architecture and project management of the Office 365 implementation • Defining the rollout plan for Office 365 • Defining and reporting on work packages for the technical teams • The identification, development and implementation of improved working practices across the Council resulting from the implementation of Microsoft Office 365 • Lead the assessment of 365 based tools & services and subsequent adoption • Tracking/Asses new developments within the 365 suite
		Support the development and implementation of a continuous improvement culture across the Council.
		Contribute to the delivery of the transformation programmes.
		Have excellent awareness of staff and budgets assigned to the project, ensuring that service and financial objectives are achieved.
		Liaise with all appropriate officers of the Council on any of the above matters
		Support and promote the development and improvement of Xentrall ICT and the Councils and promote strong and effective employee engagement
		Ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed
		Manage staff and support their training and development and undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
		Deputise for the ICT Strategy and Operations Manager as required.
		Strong, demonstrable technical experience of Architecting and Delivering Office 365 projects in other enterprise organisations
		Managing and developing significant business systems.

	Managing projects to successful completion including significant business system implementations.
	Maximising the contribution of team members.
	Making presentations in a public setting and at board/committee meetings.
	Working in a complex political environment.
	Decision making covering complex and varied service issues.
	Promoting positive cultural change.
	Implementing improvements to services and demonstrating outcomes.
	Communicate effectively with a range of stakeholders
	Work in partnership across Directorates
	Initiate, develop and implement service policies and practices within a political environment
	Participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success
	Capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements
	Demonstrate political sensitivity and awareness
	Demonstrate personal leadership with authenticity
	Knowledge of business-related activities
	Familiarity with, and ability to adapt to, information technology requirements.
	Ability to identify areas of improvement, through performance management and service feedback.
	Competent in producing high quality project documentation and reports
	Excellent communication and negotiation skills
	Analytical skills and the ability to produce and interpret management information / reports
	Ability to think laterally and solve complex problems logically
	A good knowledge and understanding of information security, business continuity and disaster recovery planning
	Good knowledge and understanding of the future direction of ICT
	Good awareness of current ICT trends
	Demonstrate the Council's Behaviours which underpin the Culture Statement.
	Creativity and innovation
	Customer focus
	Personal effectiveness
	Confidence to implement solutions and to challenge traditional thinking
	The personal demeanour and credibility, which inspires confidence and motivates colleagues
	High personal standards of self-discipline in working to deadlines
	Highly motivated, energetic, winning, not easily discouraged

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	ICT Technical Architect/Project Manager Business Analyst Office 365	O
Directorate / Service Area	Xentrall Shared Services	ICT
Post Ref:	34523	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	ICT Degree level qualification or equivalent experience PRINCE2 Practitioner (or equivalent)	<ul style="list-style-type: none"> • ITIL Foundation Certificate and Intermediates • Recognised ICT technical qualifications and accreditation 	Application form/certificates
Experience	Strong, demonstrable technical experience of Architecting and Delivering Office 365 projects in other enterprise organisations	<ul style="list-style-type: none"> ▪ Local Government experience ▪ Experience of managing ICT related assets ▪ Knowledge of major software vendor licensing options e.g. Microsoft 	Application / Interview/references
Knowledge & Skills	<ul style="list-style-type: none"> ▪ Managing and developing significant business systems. ▪ Managing projects to successful completion including significant business system implementations. ▪ Maximising the contribution of team members. ▪ Making presentations in a public setting and at board/committee meetings. ▪ Working in a complex political environment. ▪ Decision making covering complex and varied service issues. ▪ Promoting positive cultural change. ▪ Implementing improvements to services and demonstrating outcomes. ▪ Communicate effectively with a range of stakeholders 		Application / Interview/references

	<ul style="list-style-type: none"> ▪ Work in partnership across Directorates ▪ Initiate, develop and implement service policies and practices within a political environment ▪ Participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success ▪ Capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements ▪ Demonstrate political sensitivity and awareness ▪ Demonstrate personal leadership with authenticity ▪ Knowledge of business-related activities ▪ Familiarity with, and ability to adapt to, information technology requirements. ▪ Ability to identify areas of improvement, through performance management and service feedback. ▪ ITIL Foundation Certificate ▪ ITIL knowledge (Asset & configuration Management) ▪ Degree level qualification or equivalent experience ▪ Awareness of Software Asset Management processes ▪ Competent in producing high quality project documentation and reports ▪ Excellent communication and negotiation skills ▪ Analytical skills and the ability to produce and interpret management information / reports ▪ Ability to think laterally and solve complex problems logically ▪ Ability to work as part of a team as well as on own initiative ▪ Ability to prioritise work and meet deadlines 		
--	--	--	--

	<ul style="list-style-type: none"> ▪ Experience in co-ordinating change ▪ Proven ability to analyse problems and adopt an innovative approach to finding more efficient solutions ▪ Adopt a flexible approach to working hours to meet the needs of the service ▪ Good knowledge and understanding of the future direction of ICT ▪ Good awareness of current ICT trends ▪ Ability to build strong, cohesive relationships with suppliers and partners ▪ A good knowledge and understanding of information security, business continuity and disaster recovery planning 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Customer focus • Personal effectiveness • Confidence to implement solutions and to challenge traditional thinking • The personal demeanour and credibility, which inspires confidence and motivates colleagues • High personal standards of self-discipline in working to deadlines • Highly motivated, energetic, winning, not easily discouraged 		Application / Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.