

ONE VOICE WALES

Role Profile

Job Title:	Digital Project Manager	Grade	Grade 5
Reporting To:	One Voice Wales	Hours	Full time/Flexible working
		Working Pattern	To be worked on a flexible basis
Term:	FY2023 - 2024		
Salary:	£39,493 - £47,573		
Location:	Remote		

About the Role

This is an exciting, new role which will require a confident leader with a proven ability to engage with stakeholders and convey a persuasive future vision at all levels of an organisation.

On 16 March 2023, the Minister for Finance and Local Government published a [written statement](#) on the Local Government Chief Digital Officer's digital discovery report into the digital readiness of the community and town council sector. The report made eight recommendations to enable community councils to work confidently through digital means. The Minister agreed an investment of up to £150,000 in 2023-24 to support this change. An ambitious action plan has been co-developed by sector partners and One Voice Wales will host a Digital Project Manager to project manage the delivery of this action plan.

The Digital Project Manager will work with sector partners to deliver and monitor progress of actions. They will develop and distribute key materials which will help common understanding and knowledge across a diverse sector, for the immediate benefit of community councils and, ultimately, for citizens.

Key partners are some of the 732 community and town councils (including councillors, clerks), the Society of Local Council Clerks, the Local Government Chief Digital Officer and the Welsh Government.

About One Voice Wales

One Voice Wales is the principal organisation for community and town councils in Wales, providing a strong voice representing the councils' interests and a range of high-quality services to support their work including information and advisory services, policy and procedures support, training and development services, consultancy services and representation and promotion of the sector.

There are some 732 community and town councils in Wales. As a tier of local government, they are elected bodies, with discretionary powers and rights laid down by Parliament to represent their communities and provide services for them.

Key Duties and Responsibilities

The Digital Project Manager for Community and Town Councils will be hosted within One Voice Wales, and work with them – and other sector partners – to deliver the Digital Health Action Plan. They will take a leadership role working with national sector partners and community councils (as customers) to deliver the Digital Health Action Plan and supporting the cultural change needed to increase the digital readiness of the sector.

The core duties of the project manager are to:

- Act as project manager for the action plan, e.g. through monitoring progress, ensuring sector partners contribute fully and in a timely way, monitoring and reporting risks/issues ;
- Collate relevant information from sector partners to deliver specific actions and prepare easy-to-use guidance and information for use by community councils.

The action plan is ambitious and intended to complete by March 2024.

There are expansive opportunities to use and develop project management skills, develop customer and stakeholder management experience, develop change management and leadership skills and develop drafting skills.

Key tasks include;

- Project management of the Digital Health Action Plan.
- Draw on existing documents (and partners) to develop guidance on “minimum” digital requirements and training resources for community councils.
- Develop guidance, drawing on sector knowledge, to help community councils to understand what equipment is needed to support delivery of the minimum requirements, securing value for money and proportionate to the size of the council.
- Support community councils wishing to work bilingually by working with sector partners to collate and publish information on:
 - How to use existing applications (i.e. within Teams and Zoom) which allow translation tools;
 - Where community councils might source Welsh translators for council meetings.
- Work with One Voice Wales to develop an online repository for the above tasks as part of their broader website development.
- Develop and support communications strategy to encourage community councils to

understand the benefits of digital development.

- Reporting progress and working along with the Digital Health Working Group.

Essential experience and skills

- Two Years Experience of project or programme management. Successfully deliver high quality outcomes that meet the customers' needs and gives value for money. Identify risks and resolve issues efficiently.
- Capable of effectively engaging with stakeholders to define the best approach to service design;
- Ability to influence and build relationships at all levels with a range of stakeholders;
- Ability to communicate digital concepts to a non-technical audience; and
- Experience or understanding of working in or with local government or a wider public service environment.

This is a 9 month fixed term contract with the possibility of the job being extended beyond 31 March 2024 (subject to funding). Secondments from other public sector bodies and Third Sector organisations will be considered.