

Job Profile comprising Job Description and Person Specification

Job Description

Provisional Job Title: Senior IT Business Partner	Grade: MG2
Section: Corporate IT	Directorate: Chief Executive
Responsible to: IT Business Partnership Manager	Responsible for: IT Business Partner (secondment) IT Apprentice IT Business Analyst (when in post)
Post Number/s: 101053005	Date April 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

As the Senior IT representative within the SSA, the role is to strategically focus on the activities of the SSA IT Service. Providing IT consultancy, drive business transformation, and manage client relations across multiple SSA Directorates. Your responsibilities include rigorously developing and evaluating major IT investment proposals and overseeing the procurement and implementation of complex IT and business transformation programs in alignment with the SSA IT and digital strategy and technical standards.

Specific Duties and Responsibilities

Responsible for the effective management of the 1 x IT Business Partner (secondment) and 1 x IT Apprentice Business Partner providing HR and line management duties in line with the SSA values and behaviours.

To act as the key conduit between the IT Business Partnership and Project Management Office (PMO) Teams providing the requisite scrutiny and quality assurance activities for effective project initiation and governance.

To be the lead IT Business Partnership representative on the SSA Technology Roadmap Board (TRB) – assessing the impact of strategic IT investments, upgrades and decommissioning activities on the whole SSA and informing the TRB of any pipeline business investment proposals that may impact the SSA Technology Roadmap.

To deputise for the IT Business Partnership Manager in their absence, as and when required.

To be responsible for cultivating and maintaining IT business relationships within and across several SSA Directorates to create stronger partnerships.

- Oversee the delivery of the Directorate's IT-enabled business change objectives and ensure that these are incorporated into the overall IT SSA work programme, contributing key input and experience from (but not necessarily limited to) the following specialisms: -
 - Business Analysis.
 - Options Appraisals / Feasibility Studies.
 - Business Process Re-engineering.
 - Procurement.
 - Project Management.
 - IT Infrastructure Design.
 - Enterprise and Tactical Business Applications Implementation.
 - Programme Management; and
 - IS/IT Strategy Development
- Carry out departmental and corporate options appraisals / feasibility studies to determine the viability of new IT investment proposals - to include business and systems analysis, development of formal business cases and outcome-based requirements and recommendations on the most appropriate way forward. Produce or assist in the production of Board Papers and Committee Reports and to attend such meetings as required.
- Be assigned to a Directorate as an IT Business Partner, establishing effective partnering relationships with the Directors, Business Leaders and Senior Managers across the SSA to drive the development and delivery of IT applications to enable business strategy.

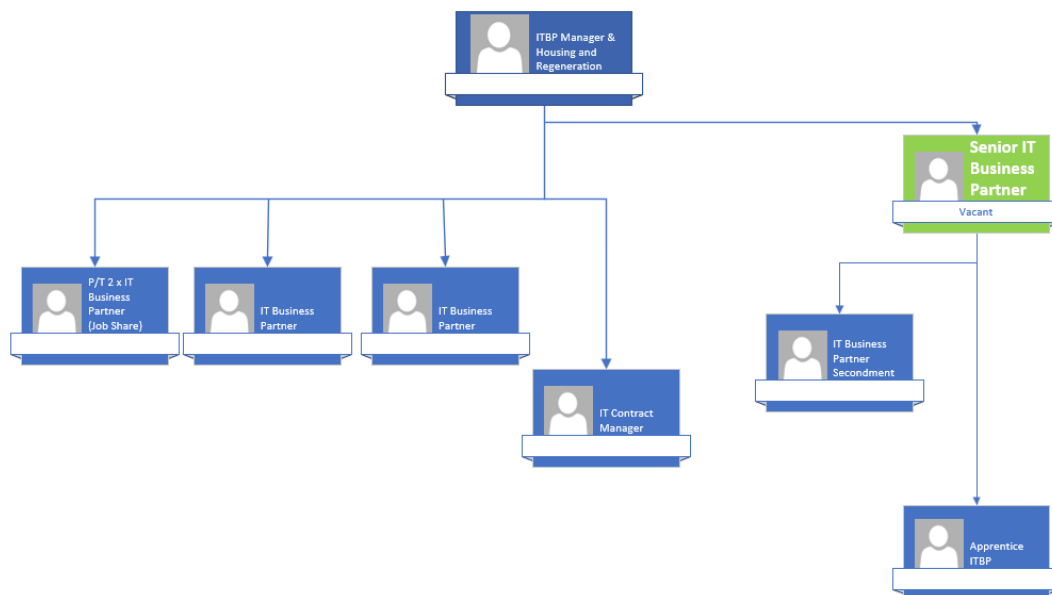
- Meet regularly with Heads of Services and senior departmental managers to discuss IT requirements; progress on key IT initiatives affecting the department; the overall effectiveness of the SSA IT Service; and the development / monitoring of IT Service Level Agreements (where required).
- Advise on project / programme benefits tracking mechanisms to enable departmental managers realise the benefits cited in business cases.
- Develop Directorate-level Information Systems Strategies where required and assist in the development of the Corporate IT Strategy.
- Identify synergies between Directorates, looking for mutually beneficial opportunities
- Work closely with the PMO - particularly on project / programme start-up and initiation activities - to ensure clear and consistent understanding of business change objectives and requirements.
- Liaise with other sections within the SSA IT service to ensure that IT service provision remains business-relevant, fit-for-purpose, future-proof and that any capacity implications of approved new solutions are incorporated into overall IT service provisioning.
- Lead or assist on the procurement of IT solutions, working closely with the Council's Procurement Section; produce, and offer guidance on, requirement specifications and participate in dialogue with potential and current suppliers, as and when needed.
- Maintain up-to-date IT market-intelligence and knowledge of current and emerging IT developments and associated business best practices, assessing their applicability to the Council.
- Manage actual projects occasionally where capacity exists.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure and reporting lines.



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
	Essential	Desirable	Assessed
Knowledge			
Demonstrable up-to-date specialist knowledge in at least four of the following key areas: - <ul style="list-style-type: none"> Business Analysis; 	E		A/I

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
	Essential	Desirable	Assessed
<ul style="list-style-type: none"> Options Appraisals; Business Process Re-engineering; Procurement; Project Management; IT Infrastructure Design; Enterprise and Tactical Business Applications Implementation; Programme Management; IS/IT Strategy Development 			
Knowledge of the business change life cycle and typical challenges / issues associated with the delivery of strategic and tactical IT-enabled business change.	E		A/I/T
Awareness of Corporate, Industry and Professional Standards associated with IT and business change.	E		A/I
Broad knowledge of IT topics / good all-round IT literacy.	E		A/I
Broad knowledge of all key IT service and Council business functions and the principal interfaces between them.	E		A/I
Experience	Essential	Desirable	Assessed
Experience of managing staff and their performance, fostering collaboration	E		A/I
Proven Achievement Record: A track record of success across critical areas, including: <ul style="list-style-type: none"> Business Analysis Options Appraisals Procurement/Contract Management Project Management IT Infrastructure Technical Architecture Enterprise and Tactical Business Applications Implementation Programme Management IS/IT Strategy Digital Development 	E		A/I/T
Demonstrable track-record of significant contribution to IT-led Business Transformation and meeting challenging timescales.	E		A/I/T

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
	Essential	Desirable	Assessed
Senior managerial experience in operational and project/programme contexts.	E		A/I
Participation in appropriate business system focus groups and forums.	E		A/I
Facilitating workshops / group discussion and reaching a consensus on the way forward.	E		A/I
Presenting strategic and tactical IT and business issues to senior business audiences.	E		A/I/T
Skills	Essential	Desirable	Assessed
Strategic analysis / planning skills.	E		A/I
Strong customer service ethos.	E		A/I
Ability to produce and advise others in the production of compelling business cases and requirement specifications.	E		A/I
Gravitas to deal constructively and expediently with conflict and to reach mutually agreeable resolutions.	E		A/I
Ability to deviate from prescriptive mandates for pragmatic reasons.	E		A/I
Being sensitive to organisational cultures, subcultures, hierarchies, and politics - and shaping approach accordingly.	E		A/I
Ability to rapidly absorb and analyse written and verbal information, draw out key messages / conclusions and make appropriate recommendations	E		A/I
Presentation and influencing skills and ability to communicate effectively – both verbally and in writing.	E		A/I
People skills to develop and maintain effective working relationships with immediate colleagues, the wider business and third parties.	E		A/I
Use of leading business analysis and change tools such as: - Microsoft Suite of Products including <ul style="list-style-type: none"> ○ Microsoft Office ○ Visio ○ Microsoft Project ○ SharePoint ○ Knowledge of Power Apps 	E		A/I
Qualifications	Essential	Desirable	Assessed

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
	Essential	Desirable	Assessed
Educated to degree level or other evidence of intellectual ability of a high order.	E		C
Prince2 Practitioner or other accredited project management qualification.	E		C
'Managing Successful Programmes' (MSP) Practitioner qualification.		D	C
ITIL Foundation qualification.		D	C
Business Change, Analysis, Process Mapping and Re-engineering accreditations.		D	
Professional IT / Business Management accreditation – e.g., Chartered IT Professional, MBA.		D	

A – Application form / CV

I – Interview

T – Test

C - Certificate