MONMOUTHSHIRE COUNTY COUNCIL

RESOURCES DIRECTORATE

JOB DESCRIPTION

POST TITLE: Project Resource Coordinator

SECTION: Revenues Systems & Exchequer

POST NO:

GRADE: Band G, SCP 29 to 33

HOURS: 37 hours per week

LOCATION: This will be Magor initially however, there are plans to move base in 2018. The post holder will be required to work in an agile manner as per the needs of the service which will change in the future when the service needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

REPORTS TO: Finance Manager: System Administration & Financial Control

JOB PURPOSE

1. To work with the Finance Manager for System Administration and Financial Control and System Administrators to plan, coordinate and manage projects to develop the Corporate Financial Systems which currently includes Business World, Northgate Revenues and Benefits, and Civica Pay.

2. To coordinate and participate in the development of systems and working practises for the Financial Systems Support Teams.

KEY RESPOSIBILITIES AND DUTIES

3. To be operationally responsible for the day to day running of the Systems' Development Programs.

4. To liaise with customers ensuring their involvement in directing and participating in the development of systems and streamlining of processes.

5. To embrace the technologies and IT systems at the disposal of the Authority, with a view to maintaining more robust management information systems.

6. The post holder will be expected to maintain an awareness of developments in best practice and changes in legislation, that affect the way we work and to assist the System Administrators in revising procedures as appropriate.

7. Plan and coordinate major system upgrades / developments, which includes coordinating resources, developing and monitoring timetables and test plans plus undertaking testing as required by the System Administrators.

8. Liaise with software suppliers on projects as directed by the Business World, Civica Pay and Northgate Revenue and Benefits System Administrators.

9. To plan, co-ordinate and participate in working groups set-up to assist in the development and delivery of component parts of the Authority's systems.

10. To represent the Authority at internal or external meetings and working groups as required.

11. Represent the Finance Manager: System Administration and Financial Control as appropriate and to provide cover/support for the Business World and Revenues System Administrators when necessary.

12. To promote the work of the Financial System Support teams and work with client departments and system administrators to ensure processes are operating as efficiently as possible.

13. To hold frequent and regular system development meetings with system administrators and team managers

14. Projects will include but not limited to:

    a. System Implementations
    b. System Upgrades
    c. Review of Processes e.g.:
        i. Efficient and effective payment of Suppliers.
        ii. Automation of tasks
    d. Review of system performance monitoring
    e. Planning and coordination of customer user groups in conjunction with System Administrators to ensure the customer input and involvement in system developments.

15. To carry out other duties commensurate with the grade as required.

16. To be responsible for the implementation of Equal Opportunities principles and practice as laid down in the Council's Equal Opportunities Policy.

MONMOUTHSHIRE COUNTY COUNCIL

CHIEF EXECUTIVES UNIT

PERSON SPECIFICATION

POST TITLE: Project Resource Coordinator

AREA/TEAM: Revenues, Systems and Exchequer

Qualifications and experience

1. A minimum of three years' experience, within a systems environment with an emphasis on delivering IT projects

2. A recognised project management qualification or practical experience of program and project management

3. Able to demonstrate experience of implementing technical IT projects within a set project timeframe.

4. Significant experience of systems administration.

Knowledge, Skills and abilities

5. Able to demonstrate a strong customer focus with a positive track record in delivering customer centered services and developing partnerships.

6. Able to demonstrate computer literacy and proficiency in the use of modern financial management information systems and desktop software.

7. Able to lead project teams and manage change through effective communications.

8. Able to coordinate resources to deliver an agreed set of outcomes.

9. Able to evidence sound interpersonal skills which have a positive impact on others in developing strong working relationships.

10. Develop solutions to complex problems

11. Maintain project documentation to a high standard

12. Able to demonstrate a proven track record of leadership, motivating and developing staff, establishing networks and team working.

13. Able to demonstrate high level communication skills, both written and oral.

14. Able to demonstrate a commitment to equal opportunities principles and practice.