

Role Profile

Job Title:	Connected Place and Smart Cities Delivery Manager
Location:	Hybrid – office base Colindale
Department:	Connected Places
Directorate:	Strategy and Innovation Directorate
Grade:	K
Salary Range:	£56,367- £61,653
Reports to:	Connected Places Transformation Lead
1. Purpose of Job: This role is tasked with managing the development and delivery of key projects within the Connected Places Transformation Programme and realising the outcomes that will benefit Barnet's residents, economic development, and the environment. Specifically, this post is responsible for managing the delivery of the Council's ambitious, transformative agenda around 'Smart Cities' within the programme. The role will manage the development, delivery, and implementation of successful projects from the Connected Places Programme to deliver transformative outcomes, leveraging investments made in telecommunications infrastructure and utilising the latest cutting edge technological innovations.	

2. Key accountabilities:**Project management**

- Developing the business cases for individual Connected Places innovation projects designed to harness the opportunities of smart telecommunications infrastructure investments and technological innovation for the benefit of the council, residents and businesses.
- Managing the delivery of a wide range of Connected Places projects of the £2.4 million programme; managing and delivering cross-cutting and strategic activities aimed at achieving tangible outcomes and wider economic & sustainable environmental benefits.
- Managing key stakeholders related to project delivery including Service leads, Specialist Consultants & Contractors, and technology vendors.
- Exemplifying integrity, honesty, and openness, building trust and confidence among colleagues, staff, residents and partners.
- Managing change initiatives with momentum, ensuring engagement and buy-in from all stakeholders and meet organisational objectives.
- Facilitate progress across diverse and complex issues by employing strategic influence and diplomatic leadership.
- Using situational analysis to inform balanced, well-judged decisions that consider both risks and organisational outcomes.
- Approaching challenges with imagination and vision, inspiring others to overcome obstacles and achieve ambitious targets.

- Demonstrate extensive experience applying digital thinking and approaches to drive service improvement and foster innovation as well as track record of managing organisational change and transformation programmes.
- Experience in redesigning delivery, and responding effectively to the needs of residents and service users across various functions
- Overseeing all relevant programme and project documentation to deliver outcomes, together with associated risk logs, issue logs, action lists, requirements logs, project plans, work plans and work packages, as required.
- Upholding high standards of governance in both corporate and public sectors, with a thorough understanding of scrutiny, checks, and balances.
- Responsible for producing regular project highlight reports, tracking and monitoring project deliverables against budget, ensuring that projects and initiatives are managed and reported in accordance with the Council's Project Management processes with regular reporting on programmes, budgets, risks and resources.
- Providing project and programmes reports and relevant analysis for key stakeholders, including reports for CMT and Councillors
- Attending project management and programme meetings where required and produce meeting documentation such as agendas and minutes and presentations.

Enabling smarter, more data-informed, decision-making

- Contribute to policy, strategy, procedures and guidelines around use of Artificial Intelligence, social, economic, and environmental outcomes; and encourage alignment of stakeholder plans and strategies with those.
- Manage the technical implementation of council transformation projects in relation to the processing and analysis of smart cities data.
- Demonstrate strong data literacy, utilising analytical and problem-solving skills to identify root causes, assess risks, and deliver creative solutions.
- Possess strong knowledge of local government structures, including how council services interact with essential public sector partners such as healthcare and law enforcement
- Work closely with the Insight and Intelligence Team on implementation of Connected Places data and technology solutions and projects.
- Manage the deployment of service innovation projects that result in tangible performance gains, enhanced outcomes, and improved efficiency.
- Deliver transformative initiatives aimed at elevating service quality, streamlining processes, and reducing costs by leveraging artificial intelligence, automation, and digital technologies.
- Research smart cities opportunities, and deliver projects and studies relevant to:
 - Understanding digital infrastructure and inclusion needs across the borough.
 - New Connected Places innovations and technology use cases
 - Sustainability
- Foster a spirit of ongoing enhancement, supporting curiosity and the pursuit of knowledge at all levels of the organisation.
- Participate in wider cross-boroughs collaborations via the West London Alliance digital group, networking and best practice sharing to influence and progress wider opportunities within Barnet.

3. Financial responsibilities

- Responsible for developing and delivering financial savings opportunities identified in the [Connected Places cabinet paper](#)
- Responsible for managing the development of contract specifications and documentation to enable efficient and compliant project procurement as part of a £2.4million budget.

- Delivering projects on time and to budget as per the final business for each project.

4. Health and Safety Responsibilities:

As a project manager within the London Borough of Barnet, you are required to:

- Abide by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training.
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Lead by example, monitoring and enforcing health and safety compliance with both contractors and colleagues as and where appropriate.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- Embrace the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.
- The jobholder may be required to carry out other reasonable duties commensurate with the grade
- This job description is not exhaustive and may change as the post or the needs of the council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Directorate:	Customer and Place
Grade:	K
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Reports to:	Connected Places Transformation Lead

Criteria	Essential/ Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level or can demonstrate high standard of equivalent learning and knowledge by experience.	Essential	Application/Interview
PRINCE2 or equivalent project/programme management qualification	Essential	Application/Interview
Membership of a relevant professional or trade body	Essential	Application/Interview
Experience & Knowledge		
Demonstrable ability to effectively manage the delivery /completion of projects and programmes, with desirable experience relating to Digital, Smart cities, Sustainability projects	Essential	Application/Interview
Experience of developing and managing smart cities, sustainability or IoT projects from initiation to completion.	Essential	Application/Interview
Experience of managing internal and external partners to ensure projects are delivered on time, and within budget, to the required quality.	Essential	Application/Interview
Experience in the development of high quality and robust business cases	Essential	Application/Interview

Project management skills and the ability to provide leadership for multiple complex projects simultaneously.	Desirable	Application/Interview
Being able to autonomously set your own direction in order to achieve the best results possible.	Essential	Application/Interview
Knowledge of ethical considerations in the implementation of smart city and IoT technology, including privacy, data protection, and cybersecurity.	Essential	Application/Interview
Knowledge and understanding of the statutory, regulatory, policy, strategic and service delivery framework in which local government operates.	Essential	Application/Interview
Practical experience of developing and managing good working relationships with a wide range of stakeholders and building strong partnerships.	Essential	Application/Interview
Experience of providing internal organisational consultancy, ideally within Local Government.	Desirable	Application/Interview
Skills & Ability		
Strong organisational and numerical skills, with the ability to identify and decode risks and issues within large datasets.	Essential	Application/Interview
Well-developed IT skills including the use of financial or project management systems and related processes.	Essential	Application/Interview
Experienced user of Microsoft Office products and tools.	Essential	Application/Interview
Ability to analyse data and identify insights to shape effective decision making	Essential	Application/Interview
Ability to interpret a range of policy documentation in order to produce findings, identify cross cutting issues and scope for integration with other services.	Essential	Application/Interview
Collaborate with team members, being active listeners and working effectively	Essential	Application/Interview

with diverse team members to achieve common goals.		
Experience in managing a team to the completion of projects.	Essential	Application/Interview
Experience in budget management, including profiling and forecasting	Desirable	Application/Interview
Inspiring and credible leader with a track record of building high performing, diverse and inclusive, matrix project teams.	Desirable	Application/Interview
The ability to analyse which ideas will and will not work in order to drive progress.	Essential	Application/Interview
Ability to create and deliver professional and persuasive presentations to internal and external groups	Essential	Application/Interview
Experience in controlling meetings and group settings.	Essential	Application/Interview
Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers, while building trusted relationships.	Essential	Application/Interview
Excellent and credible negotiator with the ability to influence key stakeholders, local authorities and other partners.	Desirable	Application/Interview
Making a space that is safe for discussion and utilising any conflict as an opportunity for growth and new ideas.	Essential	Application/Interview
Self-motivated, demonstrating a high level of personal drive, resilience and energy that sets an example to others.	Essential	Application/Interview
Develop individually by taking advantage of opportunities for training.	Essential	Application/Interview
Strong emotional intelligence.	Essential	Application/Interview
Cross Barnet working		
To work with all relevant teams to ensure that all statutory requirements are met.	Essential	Application/Interview
Identifying opportunities for co-operation and interdependency across groups and delivery units.	Essential	Application/Interview

To seek out the relevant people for the task at hand and work with them to achieve the desired goal.	Essential	Application/Interview
Develop relevant policies, procedures and guidelines that adhere to the values of LBB	Essential	Application/Interview
External partnership working		
The ability to work with external stakeholders to ensure that we are providing them with the best customer service we can deliver.	Essential	Application/Interview
Proven experience of developing a strong network of contacts within the public and private sectors.	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight - I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile - I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset - I take responsibility for my personal development, growth and learning, and support others with their learning and development, where I can.	Essential	Application/Interview

Inclusive		
Personal Responsibility - I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort - I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity - I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team - I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable - I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused - I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview