



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION**

POST TITLE:	Project Manager – New Financial System	
Grade:	MGB	
Department:	Resources	
Location:	LB Merton	
Responsible to:	Head of Business Planning	
Responsible for:	Various staff required to deliver the project	
Post number:	M3022282	Date: August 2015

MAIN PURPOSE

To plan and lead the implementation of the newly procured Financial Management System solution and associated system configuration, change management, user training and business process re-engineering work required as part of this, successfully managing the project to time and budget and ensuring all agreed benefits are realised.

To develop, agree and manage the project resource schedule, including managing the project budget (c. £0.8 million excluding internal resources), the Implementation Project Team (both virtual and direct reports) and related external resources.

To manage the (relationship with the) system supplier, ensuring that the solution is delivered and implemented in line with the contract the agreed implementation plan and fully meets agreed organisational requirements.

To design and secure agreement on the service delivery model for the organisation and ensure that adequate arrangements and systems are in place to support the effective working of the solution in the longer term as part of the routine business of the organisation, including a prioritised plan and resources for expansion of the solution or suitable alternative system functionality across the Council.

MAIN DUTIES AND RESPONSIBILITIES

1. Act as the Council's accountable project lead and representative, working in partnership with the successful provider and under the direction of the project board to successfully implement the new financial information system
2. Work with colleagues as part of a procurement team to correctly interpret and articulate the organisation's requirements in relation to the new financial information system and ensure these are adequately met through the selected technical solution.

3. Work with the Head of IT Systems and the Business Finance Systems Liaison Manager to design and develop the New Financial Information System architecture that meets the organisation's requirements and is in line with the Council's IT Strategy.
4. Liaise with the Business Finance Systems Liaison Manager to manage the supplier and elements of the contract that relate to the New Financial Information System implementation, working in partnership to implement the system to time and to budget.
5. Develop, implement and manage a detailed project plan utilising appropriate methodologies (Prince II, Agile, Waterfall, Lean etc.) to assure successful, timely delivery and effectively manage interdependencies, critical path, risks and issues.
6. Work closely with the Resources Team and services to develop an implementation plan and wider rollout plan that reflects the priorities of the organisation and maximises the realisation of benefits within the project lifecycle.
7. Develop and manage a resourcing schedule to identify and schedule all the resources (internal and external) being deployed and expended on the project, to include budget and staff management (c. £0.8 million not including internal resource)
8. Lead on the New Financial Management System benefits realisation; identify, map and assign benefits and drive and track realisation of these through the project against an established baseline to ensure success.
9. Ensure alignment of the project with other projects and programmes within the Council's transformation portfolio, both in terms of strategic direction and sequencing of activity.
10. Working closely with Information Governance, ensure that the solution and newly developed New Financial Management System practice aligns with, supports and promotes council policies on retention, security etc.
11. Develop and implement a communication and stakeholder engagement plan to ensure the necessary cultural change takes place; to include development and delivery of a suitable training programme.
12. Design and establish the project governance arrangements and ensure that these are adhered to, including responsibility for project board meetings and documentation.
13. Lead on the development of accurate, timely reporting to project board, sponsors and stakeholders – including Members, Cabinet and Scrutiny panels - ensuring issues are escalated and taking responsibility for ensuring decisions are secured in a timely manner.
14. Lead the review and redesign of end-to-end business processes to embed the technical system into business-as-usual practice in target service areas and support/enable the (re)design and implementation of appropriate workflow within the solution.



15. Oversee the successful integration of the solution within the existing systems architecture and appropriate interfaces with existing systems, working closely with and directing relevant systems experts within the Business Systems team, in liaison with the Head of IT Systems.
16. Design and agree a service delivery model for the Council to embed New Financial Management System successfully into the day-to-day business of the organisation, including identifying and securing any ongoing resources required for the effective management and maintenance of the solution and associated processes.
17. Work closely with services to migrate and manage the migration of existing documents, data and records from various sources into the New Financial Management System.
18. Work proactively with senior managers across service departments, other key stakeholders and the Resources division to drive the necessary cultural and behaviour change.
19. Ensure that an equality analysis is undertaken at all relevant stages of the implementation project identifying mitigation actions and monitoring the implementation of them.
20. Participate in and lead as appropriate, intra- and inter departmental and multi-agency working parties, programme and project boards.
21. Undertake any other duties as requested by senior management commensurate with the grade and level of responsibility of this post.



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Project Manager – New Financial System

Grade: MGB

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Qualifications

- Degree or equivalent experience in IT/ICT
- ITIL or equivalent experience
- Prince II/Agile or equivalent experience

Experience

- Experience of successfully delivering complex IT implementation projects.
- Experience of successfully implementing financial systems technology (including workflow) in a complex and diverse business environment (e.g. local government).
- Experience of delivering IT enabled change in a project involving a large and diverse service user base.
- Experience of managing multi-disciplinary project teams and suppliers to achieve successful project delivery
- Experience of managing resources, finances and performance expectations effectively in order to drive business and service performance, accepting personal accountability for results.

Skills and Knowledge

- Strong project management skills demonstrated in the successful delivery of a number of large, complex projects.
- Knowledge and understanding of how risk, issue, benefits and interdependency management are delivered within a project environment.
- Excellent knowledge of the complex inter-relationships of IT services and products delivered and the tools, methods, procedures, equipment and software used in the operation and management of IT services.
- Excellent knowledge of the technical performance of related IT products and the interworking of hardware, software and network system components.
- Excellent knowledge of the methods and techniques for eliciting, analysing and interpreting user needs and generating user requirements
- Business process development and re-engineering
- Proven track record in designing, developing and implementing effective organisation-wide metadata and taxonomy standards.
- Excellent numeracy and well-developed analytical skills to steer business process change, benefits realisation and budget management



- Excellent interpersonal skills and the ability to work effectively with elected Members, partners and colleagues at all levels; tact, diplomacy and resilience
- Excellent communication and advocacy skills, both orally and in writing
- An understanding of diversity and achievement of equality of opportunity in both employment and access to service delivery to prevent discrimination

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours.

Ability to attend evening and weekend meetings as appropriate, and to be available to attend Council premises out of hours in the event of emergencies or urgent management issues