

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Business Transformation Officer
Service:	Business Transformation
Team:	Business Transformation
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Business Transformation Manager
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> • To support the delivery of the Business Transformation Programme • Support the individual business transformation projects to ensure they are on schedule and will deliver in terms of outputs and timescales 	

MAIN DUTIES AND ACCOUNTABILITIES

- To assist in the management of the delivery of around 10 work-streams within the Business Transformation Work Programme
 - To convene and facilitate Project Groups and ensure these Groups have appropriate, accurate and relevant documentation in a timely and ordered fashion
 - Support work-streams to ensure they achieve their overall objectives especially in terms of cashable savings and are delivered on time
 - Carry out research and analysis report to inform the project work-streams
 - Create and write reports and presentations to inform the project work-streams
 - Be able to challenge and act as a critical friend within the project team environment
 - Create solutions to cross-cutting projects
 - Provide communication material for a range of stakeholders in respect of all work-streams as necessary
 - Work closely with the Communications Team to develop and ensure the delivery of the Business Transformation Communication Strategy and Workplan
 - Identify, record and work with the relevant parties to mitigate risks associated with individual work-streams
- Business Continuity**
- Play a role in business continuity planning and should the need arise.
- Health and Safety**
- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

DIMENSIONS OF THE ROLE

- Working in a team of 3 people
- Delivery of work-streams within a programme critical to meeting the Council's financial challenges as set out in the Medium Term Financial Plan

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Each work-stream relies on the Business Transformation Officer's ability to support the Business Transformation in the collection and analysis of the appropriate data, critical analysis of the information gathered and creatively design of solutions meeting the objectives of the work-stream along with other Project Team members. There will always be interfaces with other change initiatives and so the potential impact of a poorly designed solution will be immense
- In some projects the Business Transformation Officer will be expected to perform a leading as opposed to support role.

PLANNING/ORGANISING/CONTROLLING

- Support the delivery of the Business Transformation Work Programme.
- Analysing needs and implementing solutions to create new ways of working across a range of service areas.
- Organising and working with a number of Project Groups.

CUSTOMERS AND CONTACTS

INTERNAL

- Members and Senior Managers
- Staff at all levels of the organization

EXTERNAL

- 3rd party suppliers
- Consultants

SERVICE/TEAM STRUCTURE

Head of Business Transformation

Business Transformation Manager

Business Transformation
Project Officers x 3

PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	<ul style="list-style-type: none"> Project Management experience 	A/I	<ul style="list-style-type: none"> Educated to degree level 	A/I
KNOWLEDGE /TECHNICAL SKILLS	<ul style="list-style-type: none"> Knowledge of review methodologies and mechanisms 	A/I	<ul style="list-style-type: none"> IT system knowledge/ experience Procurement skills 	A/I
	<ul style="list-style-type: none"> Ability to negotiate in a “change” environment 	A/I	<ul style="list-style-type: none"> Awareness of Safeguarding 	A/I
COMMUNICATION	<ul style="list-style-type: none"> Excellent verbal and written communication 	A/I		
	<ul style="list-style-type: none"> Experience of communicating at different levels of an organisation 	A/I		
CUSTOMER SERVICE	<ul style="list-style-type: none"> Understanding of and commitment to promoting equality and diversity in service delivery and employment. 	I		
TEAM WORKING	<ul style="list-style-type: none"> Proven ability to work on own initiative or part of a team 	A/I	<ul style="list-style-type: none"> Proven ability to deliver complex projects on time 	
	<ul style="list-style-type: none"> Strong interpersonal skills; able to establish productive working 	I		

	relationships with key stakeholders.			
MANAGING SELF AND OTHERS	<ul style="list-style-type: none"> Ability to manage and prioritise a varied work list 	A/I		
	<ul style="list-style-type: none"> Ability to work under pressure to meet deadlines. 	A/I		
Can Do Approach/Achieving Results	<ul style="list-style-type: none"> Enthusiastic and committed 	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	<ul style="list-style-type: none"> For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. 	A		

How assessed

- A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

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Job title:	Business Transformation Officer	Post no:	TBC
Service:	Business Transformation	JE score:	323
Team:	Business Transformation	Pay band:	7
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	<i>David Allum</i>	DATE:	July 2019
CHECKED IN:	Human Resouces	DATE:	July 2019
LAST UPDATED:		DATE:	