

ONE VOICE WALES

Role Profile

Job Title:	Digital Sector Support Officer	Grade	
Reporting To:	Chief Executive	Hours	Full time/Flexible working
		Working Pattern	To be worked on a flexible basis with some evening work required
Term:	Fixed term Duration: Three years		
Salary:	£35,000		
Location:	Remote		

About the Role

This is an exciting, new role which will require a confident leader with a proven ability to engage with stakeholders and convey a persuasive future vision at all levels of an organisation.

This is a Digital role like no other; acting as an influential advocate of the Community and Town Council sector to other organisations supporting digital development in the public sector you will share and champion the adoption of digital initiatives, best practice and common standards across a diverse landscape so that citizens and service-users at the heart of service design.

You will influence and support senior professional and political leaders across Wales' 735 community and town councils working closely with councillors, clerks, Local Government's Chief Digital Officer, Welsh Government and the public itself.

This role provides a unique opportunity for you to demonstrate your ambition and experience, showcasing your expertise to the most senior leaders in Welsh Digital public services. It will be a challenging role, however you will work closely with other key stakeholders across Wales including the Local Government Chief Digital Officer and the Centre for Digital Public Services to develop and promote partnerships between their work and the community and town council sector.

About One Voice Wales

One Voice Wales is the principal organisation for community and town councils in Wales, providing a strong voice representing the councils' interests and a range of high-quality services to support their work.

There are some 735 community and town councils in Wales. As a tier of local government, they are elected bodies, with discretionary powers and rights laid down by Parliament to represent their communities and provide services for them.

Key Duties and Responsibilities

Essential experience and skills

- Demonstrable leadership experience within a large or complex organisation or organisations with responsibility for digital transformation;
- Experience of implementing a step-change in DDaT capability using Agile delivery methods and Agile principles.
- Capable of effectively engaging with stakeholders to define the best approach to service design.
- Ability to influence and build relationships at all levels with a range of stakeholders, as well as being a collaborative team-player;
- Experience and understanding of delivering joint projects and managing multi-organisational relationships;
- Ability to communicate digital concepts to a non-technical audience; and
- Experience or understanding of working in or with local government or a wider public service environment;
- To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.
- To assist in relation to organisational compliance with the provisions of data protection legislation.
- To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
Qualifications, Experience and Education <ul style="list-style-type: none"> • Good general education • Educated to degree level or other relevant digital / IT related qualification • Work experience which is appropriate to the duties of the post 	Essential	Application Form/Provision of Certificates
	Desirable	Application Form/Provision of Certificates
	Essential	Application Form/Interview
Skills and Attributes <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Ability to communicate in the Welsh language • Good written communication skills • Ability to organise workload with minimal supervision and meet deadlines • Political sensitivity, tact and diplomacy • IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration 	Essential	Interview
	Desirable	Application Form/Interview
	Essential	Application Form/Selection Test
	Essential	Interview
	Essential	Interview
	Essential	Selection Test/Application Form

<ul style="list-style-type: none"> • Understanding of the requirements of the data protection and its application within an organisation • Awareness of health and safety legislation and its application within an organisation 	Desirable	Interview
	Essential	Application Form
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual • Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders 	Essential	Interview
	Essential	Interview
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to attend evening meetings as required • Full driving licence and access to a car • Willingness to travel to meetings involving occasional long distances 	Essential	Interview
	Essential	Application Form
	Desirable	Application Form
	Essential	Application Form