

Digital Transformation Officer

Department: Children, Young People and Education

Section: Governance and Digital

Reports to: Head of Governance and Digital

JE Ref: CYP1211

Grade: CS11

JE Date: 11/04/2024

Job purpose

The digital transformation officer role is a linked grade. Officers who are newly appointed or have limited experience would be the lower grade. To achieve a higher grade, the employee will hold technical qualifications.

The Digital Transformation Officer will play a key role in driving the digital evolution of CYPES.

This role will lead and manage the digital transformation efforts within the Department, ensuring that the Digital Education Strategy (DES) is effectively implemented and yields desired outcomes.

This post is instrumental in driving digital innovation, optimising processes, ensuring cyber and data security, managing technical expertise, fostering effective communication with schools, and overseeing digital support contracts. The postholder will lead digital transformative initiatives, leveraging your expertise to propel children, young people, education and skills towards a digitally enabled future.

Job specific outcomes

1. Lead the operational aspects of the Digital Education Strategy, aligning initiatives with the broader digital evolution goals of CYPES.
2. Builds strong and positive networks of with senior leadership and external partners, working collaboratively to refine and expand CYPES digital roadmap to deliver cost effective and timely projects.
3. Acts as the subject matter expert on the Digital Education Strategy and deliver best practice improvements to ensure that the design of the overall strategy is appropriate and achievable at operational level.

4. Lead a training needs analysis of existing development within the digital area of CYPES to enhance and support implementation of an improved offer to ensure users have the required capability.
5. Manages complex and competing priorities to ensure high-quality solutions and act as the lead on key digital transformation delivery initiatives within CYPES to meet the transformation objectives.
6. Prepares recommendations that are appropriate for the nature, scale and urgency of the digital transformation within the CYPES to deliver on the overall vision for digital change and delivery plans
7. Lead and collaborate with educational institutions and stakeholders to understand their digital needs, address challenges, and develop tailored solutions to support their digital journey.
8. Ensure the organisation's digital assets are secure, compliant with relevant regulations, and implement measures to safeguard against cyber threats and data breaches.
9. Lead initiatives to modernise existing processes, systems, and services, promoting the adoption of digital tools and technologies to enhance efficiency and user experiences.
10. Implements exceptional governance, ensuring high quality and cost-effective service provision that is safe. Ensures that systems, processes, and information flows are in place to maintain oversight of risks and issues, establishing metrics and evaluation that is valid and fit for purpose
11. Undertake any other duties commensurate with the role.

Statutory responsibilities

The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.

To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989

To work in accordance with the Data Protection (Jersey) Law;

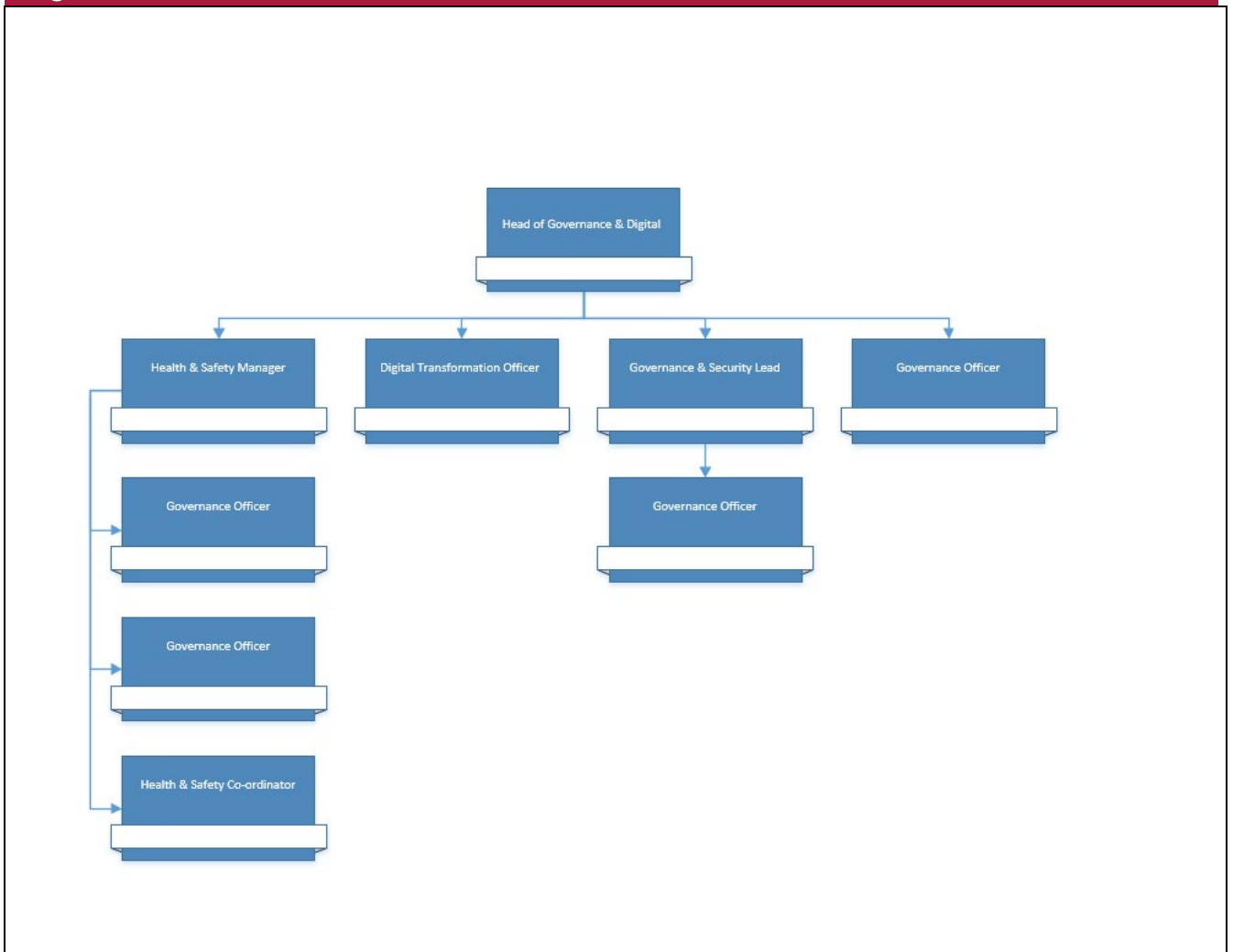
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political man

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level in IT or relatable subjects which demonstrates a high level of digital literacy and equivalent qualifications or experience</p>	<p>Project Management e.g. PRINCE 2.</p> <p>Specialist knowledge (e.g. data protection, cyber security)</p> <p>ITIL Foundation Certificate</p>
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of implementation and benefits realisation of digital systems in support of change and continuous improvement</p> <p>Knowledge of applying frameworks and methodologies</p>	<p>Understanding of government information security processes.</p> <p>Understanding of organisational effectiveness and business excellence, in both private and public sector.</p>
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Effective stakeholder management.</p> <p>Excellent planning and organisation skills.</p> <p>Demonstrable skills using Microsoft Office.</p> <p>Ability to communicate with impact – verbally and through presentation.</p>	<p><i>Understanding of risk assessments and action planning.</i></p>
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job</i></p>	<p>Excellent interpersonal skills.</p>	

<p><i>effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to work independently and autonomously.</p> <p>Ability to manage stakeholder relationships effectively.</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations.</p>	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of negotiating and monitoring contracts with high profile service providers.</p> <p>Experience in the planning, management and delivery of digital change and continuous improvement.</p> <p>Experience of leading performance improvement and/or change programmes.</p> <p>Experience of representing the views of senior managers to ensure that organisational policy, political, and communications priorities are fully understood by internal stakeholders.</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.