

Head of Integrated Technology Solution

Department: Treasury and Exchequer

Division: Finance Hub and ITS

Reports to: Group Director – Finance Hub and ITS

JE Reference: STE1004

Grade: 15

JE Date: 8/3/2021

Job purpose

The Head of Integrated Technology Solution will lead the all aspects of the T&E element of the Integrated Technology Solution (ITS) programme, driving, energising and implementing major change across the whole of the Government of Jersey as through ITS the Treasury service transforms itself from a procedural provider of financial support to an influencing leading edge financial services provider. The post holder will have direct influence over the ways of working off 500+ budget holders, all accountable officers and all of the financial management function with the Treasury Service

Job specific outcomes

The ITS is a £64 million project to replace the current Finance, Assets, Procurement & Commercial, People Services and Payroll systems. This is more than a system change – it will involve large-scale process and cultural changes and impact every employee in the Government.

The role will oversee a change orientated customer-focused project team for T&E that designs and implements a major change programme that will impact across the Government – departments, non ministerial, schools etc. The post holder will have to develop strong working relationships with all departments and other corporate functions to put Finance at the heart of departmental decision-making and support the successful delivery of the Integrated Technology Solution .

They will lead change activity within Treasury and Exchequer and as it affects others and they will need to influence and advise Accountable Officers, directors and heads of service.

1. The establishment and maintenance of consistent and highly effective programme leadership for the T&E ITS Change Readiness project, including programme planning, reporting, stakeholder management and risk management.
2. Ensure the design, delivery and successful take on of the change readiness activity required for implementation of ITS, including the embedding of a self-service culture, professional standards for data management , process re-engineering and liaison and influencing of arms-length bodies.
3. Development and promotion of the vision for ITS and how it supports the wider strategic direction outlined by Ministers, Senior Leadership and the vision for Finance across the Treasury and Exchequer and beyond.

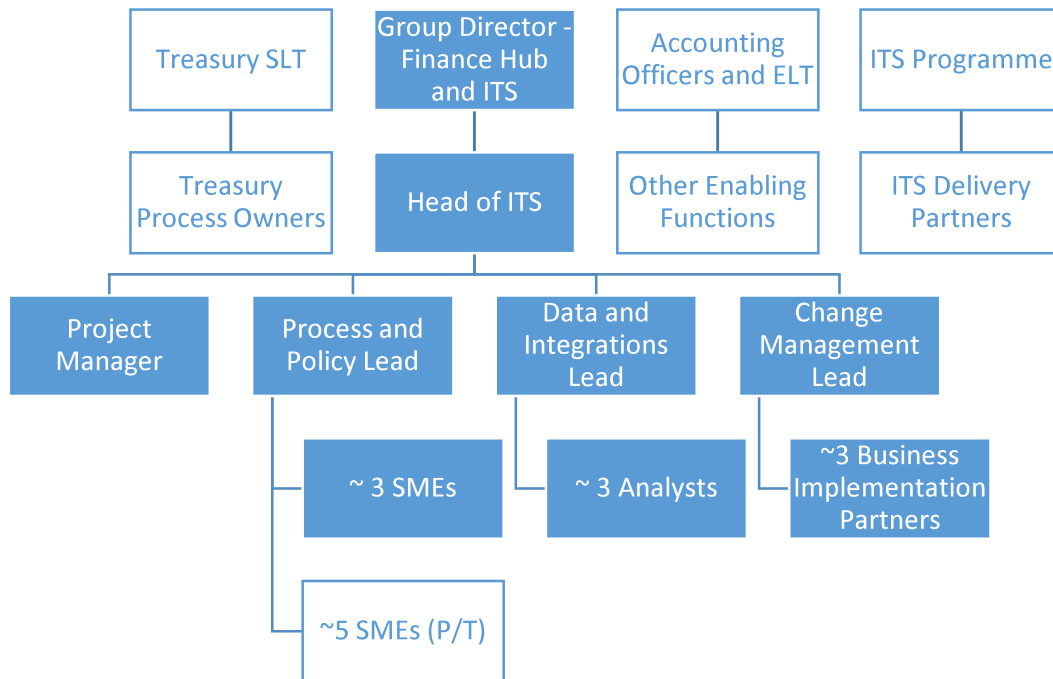
4. The establishment and maintenance of consistent and effective relationships, both within the department and across the wider organisation, to ensure open and continuous dialogue on matters and decision relating to the programme
5. Leadership of team members, most other members of Treasury and other stakeholders to ensure that the programmes deliver on time, on quality and on budget and help others deal with the competing demands of the project, wider programme and other priorities, ensuring the capability provides clear, robust analysis, communication and commentary on department activity.
6. Developing and implementing cultural change and financial literacy within departments through advocating and executing financial process, policies and standards. Champion training in systems, business cases, reporting, costing, as well as adherence of Jersey Finance Law and Financial Directions. To recommend and implement ways for all departments to improve their financial management and challenge to the status quo.
7. Management of significant programme resources to ensure effective delivery of the project against challenging timescales
8. Management of own professional development, keeping up to date with the latest accounting and relevant statutory legislation including Jersey Finance Law, regulations, standards, service developments.
9. Undertake other duties and responsibilities of a similar nature as may be required from time to time.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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

Organisation chart



Note: The project team is under-development.



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.	Degree Qualified Accountant with significant post-qualification experience	Member of a Professional Organisation SBM – Postgrad / MBA / CA qualifications regarded but not a necessity Relevant Project Management Qualification (Prince2, MSP, Agile)
Knowledge 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).	Advanced knowledge of: <ul style="list-style-type: none"> The role of the Finance function in leading and driving organisational wide financial stewardship Finance processes in scope of the solution 	Knowledge of; <ul style="list-style-type: none"> The States of Jersey Finance Law, or a comparable organisation, and its strategy, ministerial functions, policy

	<ul style="list-style-type: none"> • The role of Finance in maintaining accurate data and systems as appropriate to the role • Statutory and management financial reporting as it relates to the Government of Jersey • Experience of forecasting and monitoring benefits/impact/performance of expenditure • Change management cross cutting strategic programmes • The interaction between ministers and officials – how officials provide advice for ministers to act upon 	<p>developments, and the ability to apply financial analysis and advice to the above</p> <ul style="list-style-type: none"> • Business case writing and approvals – consistent with HM Treasury’s Green book
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<ul style="list-style-type: none"> • Relevant Accounting Standards and comparable Finance Law and associated finance directions • Highly developed understanding of budget management • Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off • Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project 	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> • Demonstrable commercial acumen. • Excellent interpersonal skills in order to influence significant stakeholders to change work behaviours • Ability to build and manage effective stakeholder relationships • Adept in matrix management and able to influence across formal and informal structures. • Excellent change management skills including achieving major change through influencing when direct control is not possible 	

<p>Experience <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>	<ul style="list-style-type: none"> • Significant post qualification experience • Significant experience working in a finance role • Experience leading, inspiring, developing and changing teams • Experience setting and achieving successful departmental / finance strategy • Minimum 10 years leadership experience within a similar environment • Previous experience in a project/programme leadership role • Using persuasive oral and written communication skills • Management of senior teams, oversight of multiple projects and delivery against large scale budgets 	<ul style="list-style-type: none"> • Analysis and clear presentation of data to support appropriate financial strategies and policies at a ministerial and corporate level • Use of financial software packages and experience in the development of spreadsheets, combined with the ability to analyse and present statistical and performance data • Research into best practice and alternative models and making recommendations where applicable for change • Exposure to ministers, or equivalent, with experience communicating effectively and delivering key messages at a suitable level • Experience working alongside senior stakeholders within the public sector
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>		