



## JOB DESCRIPTION

<b>Job Title:</b>	LGR IT Integration Support Co-ordinator	<b>Job Number:</b> (Official use ONLY)	
<b>Department / Service:</b>	IT Services	<b>Main location:</b> (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
<b>Hours of Work:</b>	4 days per week (0.8 FTE)	<b>Post Restrictions:</b> (e.g. politically restricted and/or sensitive)	Yes
<b>Grade &amp; Salary Band:</b> (where appropriate)	G6	<b>Regulated Activity:</b> (i.e. DBS check required)	No

<b>Job Purpose:</b> (i.e. Context & summary of why the role exists)	<p>To coordinate and support the structured integration and alignment of several IT environments as part of Local Government Reorganisation (LGR), ensuring Day 1 operational continuity, architectural coherence and effective governance.</p> <p>The postholder will provide programme-level coordination across internal IT workstreams and cross-council forums, actively managing risks, dependencies, milestones and documentation associated with IT integration activity. The role will ensure that alignment decisions are clearly recorded, technically informed and appropriately governed.</p> <p>Working closely with senior IT leadership and technical specialists, the postholder will support the development of a coherent target-state IT environment for the new authority, while protecting ongoing service stability and cyber security posture.</p> <p>The role does not hold technical design authority and does not replace or duplicate existing infrastructure, digital or security leadership responsibilities. Its primary purpose is to provide structured integration, coordination and governance capability to reduce programme risk and protect engineering focus during the LGR transition period.</p>
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### Main Accountabilities/Responsibilities

1	Coordinate IT integration activities working with several councils in support of LGR objectives.
2	Develop, maintain and monitor the LGR IT integration roadmap, ensuring dependencies between workstreams are identified, tracked and actively managed.

3	Manage and maintain the IT LGR RAID log (Risks, Assumptions, Issues, Dependencies) and escalate matters appropriately.
4	Lead cross-council technical alignment workshops and working groups to define plans for consistency across Microsoft 365, identity, infrastructure, network and security environments (in collaboration with technical/digital leads) implementing key decisions re technology for the new unitary.
5	Coordinate and support internal IT LGR workstreams, including organising and chairing meetings, documenting decisions, and ensuring actions are tracked to completion.
6	Prepare clear, structured reports and briefing materials for Senior and IT management and LGR governance groups, translating technical matters into business-impact language.
7	Translate technical risks and dependencies into business impact language for senior stakeholders.
8	Promote consistent standards, documentation practices and governance controls across all IT integration activity.
9	Working with services to understand technology requirements and operational needs, translating these into IT requirements for LGR
10	Work with RBC technology teams and other LA technology teams in our cluster to establish complex technology requirements and plan this collaboratively to ensure a safe and legal Day 1 operation as a new authority.

## Other Responsibilities/Accountabilities

1	Actively promote and model the council's values and behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and current legislation, including that covering data protection, health and safety, safeguarding children, vulnerable adults and equalities.
4	All staff are required to make themselves familiar and comply with the council's Safeguarding Policy and processes.
5	Undertake any other duties that are commensurate with the requirements of the post.

### Budget responsibilities (if applicable)

<b>Duties, Tasks &amp; Activities –</b> Describe the nature of any responsibility this post has for financial matters (e.g. monitoring budget spreadsheet, small purchases, approving contracts)	<b>Budget</b> (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	<b>Indicative frequency</b> (i.e., how long, how often will this activity be undertaken).
N\A		

### Income responsibilities (if applicable)

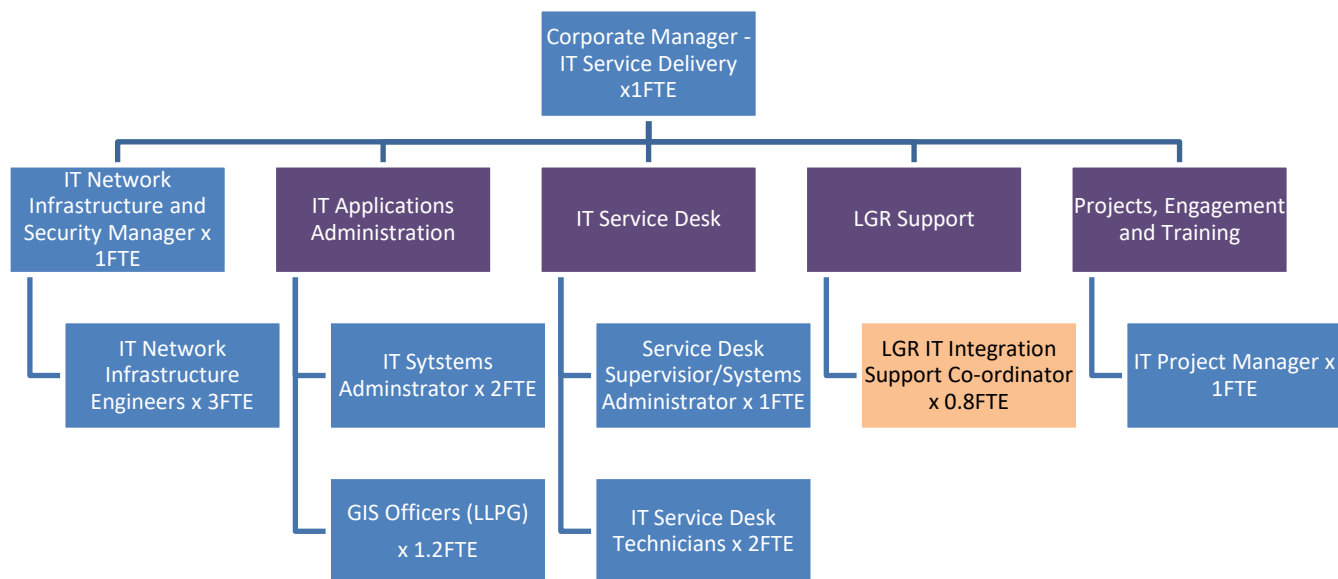
<b>Duties, Tasks &amp; Activities</b>	<b>Income level(s)</b> (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	<b>Indicative frequency</b> (i.e. how long)
N\A		

### Staff Reports & Responsibilities

<b>Reports</b>	<b>Title(s) or staff number</b>	<b>Grade</b>	<b>Level of mentoring, supervision and/or responsibilities</b>
<b>Responsible to</b>	Corporate Manager – IT Service Delivery		May provide coordination support and guidance within LGR IT workstreams but holds no formal supervisory authority.
<b>Responsible for</b>	N\A		

## Structure chart

It is essential that you complete or attach a structure chart showing the post being evaluated and its place within the team & service.



# PERSON SPECIFICATION

## Education, Training and Qualifications

<p><b>Describe the requirements of the job &amp; how this will likely have been acquired. Ensure you state whether the post requires a qualification &amp; at what level this is required. For example: GCSE, A-Level, NVQ, Degree etc.</b></p> <p><b>This section should also be used to outline the level of training required to complete the job &amp; how this training will usually have been acquired. (i.e., on the job training, professional CPD etc).</b></p> <p>(* items marked essential should form the basis of shortlisting criteria in Recruitment &amp; Selection, &amp; only applicants with the Essential requirements should be interviewed in a competitive situation). Give careful thought as to whether a qualification is essential or whether other training/experience would be acceptable as an alternative to a qualification.</p>	(E)ssential or (D)esirable	How will this be assessed for new applicants (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Relevant degree, equivalent professional qualification, or demonstrable equivalent experience	E	A/I
Project or programme management qualification (e.g. PRINCE2, MSP, Agile)	E	A
IT Management qualification or training	E	A/I

## Experience continued.....

<p><b>Describe the typical experience required for this role – how this will have been achieved etc.</b></p> <p>You may also wish to give examples of the level of decision making this post holder will carry, the need for previous analytical, judgement or creative skills required in the role.</p>	(E)ssential or (D)esirable	How many years required:
<p><b>Technical:</b> Extensive technical knowledge of enterprise-scale IT environments, including Microsoft 365, Azure, identity and access management, infrastructure platforms, networks, cyber security controls, and line-of-business application architecture.</p>	E	~5
<p><b>Professional:</b> Strong understanding of IT governance, risk management, and dependency management within complex organisational environments. This includes the ability to identify and manage interdependencies between systems, services, suppliers, and organisational processes to support the safe and coordinated integration of technology platforms during large-scale transformation programmes.</p>	E	~3
<p><b>Technical:</b> The role requires the ability to understand and coordinate complex technology ecosystems that underpin critical council services and ensure systems are integrated securely and effectively across multiple organisations as part of Local Government Reorganisation.</p>	E	~3
<p><b>Administrative Experience:</b> Working knowledge of the public sector and local government operating environment, including the regulatory, operational, and service delivery context in which councils operate. This includes awareness of the challenges associated with organisational change, service continuity, and the integration of systems and processes across multiple local authorities.</p>	D	-

<b>Technical:</b> Awareness of cyber security, compliance, and assurance frameworks relevant to local government environments, such as National Cyber Security Centre (NCSC) guidance, Public Services Network (PSN) requirements, and the Cyber Assessment Framework (CAF). This knowledge supports the role in ensuring that technology integration and transformation activities maintain appropriate security, resilience, and compliance standards.	<b>D</b>	-

### Additional knowledge requirements:

<b>Describe the organisational knowledge required to be successful in the job. Examples could include service specific knowledge, or knowledge of cross Council, or Cross organisational knowledge that the post holder is required to be successful in the role.</b>	<b>Required?</b>	<b>How would this be acquired:</b>
The role requires regular participation in cross-organisational meetings and programme forums to provide informed technical input, highlight risks, identify system and service dependencies, and support decision-making relating to technology integration.	Yes	A/I

### Skills and abilities

	<b>(E)ssential or</b>	<b>(D)esirable</b>
Demonstrable experience coordinating complex IT or digital transformation programmes involving multiple stakeholders	<b>E</b>	
Proven ability to manage and mitigate programme-level risks and interdependencies	<b>E</b>	
Ability to engage effectively with senior stakeholders, including Service Managers and the Senior Leadership Team (SLT), to represent IT considerations within the Local Government Reorganisation programme.	<b>E</b>	
Experience producing structured reports and briefing documentation	<b>E</b>	
Strong facilitation skills, including leading structured workshops and decision forums	<b>E</b>	
Ability to translate complex technical issues into clear information for senior management, ensuring that IT implications are understood and that technology considerations are incorporated into wider organisational planning and transformation activities.	<b>E</b>	
Strong organisational and prioritisation skills	<b>E</b>	
Ability to influence and collaborate without direct authority	<b>E</b>	
Experience supporting IT integration, merger or transformation programmes	<b>E</b>	

## Any other requirements

e.g. working evenings and weekends, full driving licence/own car, regular outdoor working, working at height etc.	(E)ssential or	(D)esirable
Ability to attend occasional evening meetings if required		D
Ability to travel between partner authority sites as required		D

## Relationships with others:

Describe who this post most regularly interacts with and the capacity & purpose in which they interact:	Level of complexity – Straightforward information; complex information; contentious information; creative and new innovative information:	How is the interaction most likely to occur? (In writing, in conversation, via presentations, via letters etc)
Those within own service & team:	Regular contact with IT team in particular managers. Required to understand and interpret complex levels of IT infrastructure	Via conversation, presentation and in writing
Those across other Council Services:	Regular interaction with other services to understand and detail how the services IT systems and infrastructure interact.	Via conversation, presentation and in writing
With members:	If required to interact with members to explain the IT complex LGR requirements in clear language	Via conversation, presentation and in writing
With partner organisations:	Regular interaction with partner organisations e.g. other LA's consultant, suppliers to establish current and future IT arrangements as well as understanding the function, differences and interdependencies with systems at a detailed, complex level	Via conversation, presentation and in writing
With Customers:	Not directly	N/A
Others? State who:		

## Impact on Policy & decisions:

Select the statement that best describes the role & provide examples.	Describe here the extent to which the post uses or has an impact on policy determination & provide examples:
Provides general information, advice/guidance on established internal procedures. Likely to have small infrequent discretionary elements to role and an ability to check with a supervisor, or colleague.	

<p>Provides advice/guidance on established policy, including interpretation to meet specific circumstances. Limited supervision likely in carrying out regular tasks. May require initiative, independence &amp; independent problem solving.</p>	
<p>Interprets external regulations and adapts policy to meet these changes; or may exercise discretion of policy adaptations in difficult or unusual scenarios not explicitly covered by policy.</p>	<p>Will need to understand and interpret existing policies so these can be aligned with partnering LA's for LGR. Need to understand complexities that exist within e.g. Information Security Policy</p>
<p>Major responsibility for development of policies and procedures which have significant impact within a service</p>	
<p>Very major responsibility for development of policies which impact at a strategic level</p>	
<p>Other policy responsibility</p>	