Job Title Digital Infrastructure Coordinator

Grade 10

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities.
* Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council’s Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

**About the Role:**

The digital infrastructure programme sits within the EI&S directorate. It is part of a multi-disciplinary team whose purpose is to deliver the digital connectivity vision for Staffordshire. The vision is that “Staffordshire will be a county with access to 100% gigabit connectivity by 2030”. This vision will be taken forward by the Digital Infrastructure Strategic Framework (DISF). The objectives of which are:

* To enable and accelerate delivery of gigabit capable technologies and infrastructure to provide full access.
* To maximise the opportunities and benefits of 5G across Staffordshire.
* To enable rural and digitally isolated communities where market intervention has failed.
* To enable the growth of the digital economy in Staffordshire.

The Digital Infrastructure Co-ordinator will contribute to the provision of specialist advice and support in all elements of commissioning, needs assessment, project design and business case development for digital infrastructure connectivity programmes. The role will support the Head of Digital Infrastructure to ensure that Staffordshire’s digital connectivity demands are met in delivering the digital connectivity vision. The post holder will be expected to be flexible across a broad and diverse operating environment using personal and technical skills to ensure the maximum benefits from digital connectivity are realised.

Reporting Relationships

Responsible to: The Digital Infrastructure Coordinator

Key Accountabilities:

1. Support the development and delivery of the Digital Infrastructure Strategic Framework, identifying areas of risk, opportunity and improvement and implementing corresponding priorities and actions with Member and Officer engagement in accordance with reporting, decision making and constitution of the Council during the evolution of the framework.
2. Co-ordinate and support the development and implementation of evidence-based commissioning strategies for digital infrastructure to support the delivery of the Councils digital connectivity vision, priorities and outcomes, working with operators and providers, ensuring the market is responsive in meeting customer, quality and value for money requirements.
3. Support the operation of the Digital Connectivity Hub, including the relationship and liaison with commercial operators, investment and barrier busting activity across the County and districts and the engagement with businesses, communities and Members in promoting access to digital connectivity.
4. Lead and develop internal and external relationships and partnerships with operators, providers and key public and private sector stakeholders to inform policy and the delivery of digital connectivity programmes.
5. Work with the Head of Digital Infrastructure in developing and delivering the digital infrastructure programme by providing specialist information, analysis and advice that contributes to identifying areas and targets for continuous improvement.
6. Be an advocate who champions and promotes digital connectivity to empower and support businesses and residents to increase digital connectivity and access across Staffordshire.
7. Contribute to the delivery of a well-run digital infrastructure programme by supporting the management of resources and compliance with all statutory, regulatory, funding, reporting and SCC policy and procedural requirements.
8. Work as part of a team to deliver the agreed objectives for digital connectivity and contribute to a high-performance culture.
9. Work collaboratively across the Council to deliver the priorities for digital connectivity and support the County Council in delivering its vision and strategy.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally, regionally and nationally as required.

This post has no political restriction.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to Level 4 or equivalent professional qualification in digital & telecommunications networks and engineering or have demonstrable relevant experience in a similar role | A/I/T |
| **employer_small** | **Knowledge and Experience**   * Demonstrable experience of working in the field of digital connectivity infrastructure programmes and projects. * Demonstrable experience in supporting the development and execution of successful digital infrastructure commissioning strategies and plans. * Experience of working collaboratively with a variety of agencies, operators, public and private sector organisations to achieve desired outcomes. * Knowledge of commissioning processes and principles underpinning service design, delivery and contract management * Experience of working within a customer / public interface and maintaining good internal / external stakeholder relations. * Commercial awareness and an understanding of the relationship dynamics between relevant providers, operators, their marketplace and the Local Authority. * Strong corporate player who is also resilient, and is committed to the highest professional standards. * Knowledge of the policy, legislative and regulatory environment relating to digital infrastructure and connectivity. | All by  A/I/T |
| **employer_small** | **Skills**   * Ability to undertake research, analyse and evaluate data and information from a variety of sources to provide insight in support of decision making * Ability to plan, prioritise and adapt to change to deliver results. * Proven communication skills; be able to articulate information effectively and confidently to colleagues, partners, stakeholders and users/customers. * Influencing and interpersonal skills; ability to build effective relationships with colleagues, partners, stakeholders and users/customers * Ability to deal sensitively and appropriately with issues relating to performance improvement, empowering people to deliver results * Ability to work across functional and organisational boundaries. |  |

**employer_small** \*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300