Digital Delivery Lead

Job advert

10/05/2023

Do you believe in the power of data and think this power should be used to improve the lives of the people living in Scotland? Yes? Research Data Scotland needs you!

Now is a great time to join Research Data Scotland (RDS). We’re a fast-moving, growing organisation working with partners to make it quicker and easier to do research with public sector data in Scotland.

# About us

RDS is a relatively new charity that was set up by the Scottish public sector and leading universities. We help researchers find and make use of data that can improve the lives of people in Scotland. Working in partnership, we do this by widening the range of data available, creating new data assets, and providing a single point of contact for safe, secure and effective access to public data in a trustworthy manner.

Data is often locked away in lots of individual systems, across many different organisations, and isn’t in a format that makes access or integration easy. We can help researchers to unlock the potential of this data by giving them information and advice that speeds up and simplifies their work.

# About the job

We are looking for a Digital Delivery Lead to steer and manage the delivery of RDS’s new user-centred digital services. The post will oversee the digital delivery team and external suppliers, with a strong focus on programme management, service design, and continuous improvement. As Digital Delivery Lead, you will work closely with the CIO and other directors in RDS and work collaboratively with senior stakeholders across the sector.

# Ways of working

RDS is engaged in delivering a 3-year digital roadmap to provide online infrastructure, solutions and content to improve access to secure data sets. Working with an external agency and a growing internal digital team, our projects are led by agile methodology with distinct sprints and ceremonies, allowing for the development to be driven by user needs and expectations. Where possible we seek to adhere to the Digital Scotland Service Standard and follow best practice around design standards and accessibility.

Projects can typically involve multiple stakeholders, including the organisations who provide and process secure data for research. The role will require facilitation of internal and external stakeholders to define the problems to be solved and identify user-centred solutions and technical solutions. In this context, strong communication and organisation skills, alongside curiosity and adaptability are helpful.

RDS is a new organisation and we’re currently establishing our ways of working including our project management processes and collaborative tools. This role will help influence the direction of travel. The post will suit a proactive person who works well in environments where there is a degree of uncertainty, where priorities may change, and new processes and structure need to be created.

# About you

You are a self-starter, with experience of working with multi-disciplinary digital teams to effect change and deliver to a high standard. You are very organised with a proven track record of leading digital projects and programmes of change, preferably in the public sector, within academia or other complex environments. You are passionate about digital ways of working and have good knowledge of agile delivery, online best practice and digital standards.

# The package

We invest in the development of our people and promote an inclusive workplace culture. We are based at the Bayes Centre in the centre of Edinburgh. We generally work a 35-hour week but offer hybrid working and part-time and/or flexible working hours from day one. We also offer a generous pension and 33 days’ holiday, including public holidays, although we don’t have set closure days. This list of benefits will be added to as the organisation develops, and you’ll help shape it as part of the team.

# Apply

We’re keeping things easy – to apply, send us a CV and a cover letter outlining how your skills and experience to date match the job and person specs, and why you think this is the right role for you at this time.

If you’re ready to apply, send your CV with a short covering letter to [jobs@researchdata.scot](mailto:jobs@researchdata.scot). Or email us for an informal chat about RDS and the role.

# Equal opportunities

Research Data Scotland is an Equal Opportunities employer that is committed to diversity and inclusion in the workplace. All our hiring decisions are based on merit, qualifications and business needs.

# Other information

* [RDS jobs page](https://researchdata.scot/jobs)
* [Application Process](file:///C:/Users/LesleyCook/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DFXK8KFR/60d35c_18bfe67c9224422db5a20f58b327abbe.docx%20(live.com)), [Equalities Monitoring Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_a1f635f43bf24b619bd55ea959af7e83.docx&wdOrigin=BROWSELINK), [Skills for Success](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_ff9d527d8ee34d0db0d6fa40aa59adb3.doc&wdOrigin=BROWSELINK) and [Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_5185eb9161334891ba8fca98f32e9e59.docx&wdOrigin=BROWSELINK).

# Job description and person specification

Role Digital Delivery Lead

Pay C2: £52,500 - £61,950. Generally people start at the first point on the scale, but for roles with specialist skills and where there are recognised recruitment difficulties, a level of flexibility will be considered.

Hours 35 per week

Employment type 2 year fixed term contract. We are happy to discuss a secondment from similarly minded organisations providing you have prior agreement from your department director or line manager.

Closing date 31 May

Reports to Chief Information Officer

Direct reports Currently management of a team of three

## Responsibilities

* Leading programmes of digital and/or data transformation that will provide a step change in RDS’s service provision;
* Supporting and advising the CIO, CEO and Board to set strategic digital objectives for RDS and managing organisational risk;
* Supporting the design and implementation of digital strategies and systems, taking the lead on road mapping and planning future services;
* Working with a range of suppliers and stakeholders to deliver digital platforms that provide an exemplary user experience and futureproof RDS’s technology;
* Working with RDS’ senior management team and partners to establish and manage transformation budgets;
* Advising on the application of Information Governance and data security principles;
* Establishing multi-disciplinary delivery teams who will work across a number of partner organisations;
* Maintaining and maturing a motivated and collaborative team, ensuring they are working effectively in an agile way, creating a supportive delivery environment underpinned by wellbeing
* Building a strong network of support for the digital transformation programmes across stakeholder groups.

## Person specification

### Knowledge, skills and experience

* Experience in delivering user-centred digital programmes, or of product and innovation management in a digital or data transformation context Essential
* In-depth knowledge i.e. a minimum of 5 years’ experience in information technology or digital programme management, driving continuous improvement and managing risk Essential
* Demonstrable ability to build a multi-disciplinary team and coach individuals Essential
* A track record in building strong working relationships with stakeholders, achieving consensus across differing perspectives Essential
* Demonstrable experience of managing complex procurement activity and contract management experience Essential
* Experience of managing competing priorities with flexibility to adapt to changing business needs. Essential
* Proficiency in IT tools including Microsoft 365, Teams, Visio, Jira or equivalent project management software. Essential
* Strong interpersonal skills (written, oral, presentation) to communicate clearly with a range of colleagues and stakeholders. Essential
* Awareness of GDS or Digital First Service Standards as part of service design and project delivery. Desirable
* Up-to-date knowledge of online accessibility standards. Desirable

### Qualifications

* Agile project management qualification, or equivalent experience. Essential

### Key competencies

* Communication and Engagement
* Improving organisational performance
* Analysis and use of evidence
* People Management