

Position specification: **Project management – Training in digital local public services**
July 2010
Ref: 6459

The Job

We are looking for a capable, independently minded individual to run an EU funded project that brings together local government support organisations in six European countries to help local smaller local government organisations establish a strategy to and start implementing digital approaches to improving services – particularly to help the socially disadvantaged.

Our company is the technical partner in the UK esd-toolkit initiative. We are the vehicle for this project steered by UK local authorities through esd-toolkit, whose work the project complements.

Your job will be to co-ordinate the project, drawing on resources from Porism Limited and liaising with consultants within the esd-toolkit team. You will also be expected to author some project documents, contribute to other documents and manage partner organisations for modules where we are the lead partner.

The role provides the opportunity to steer the EU project and influence esd-toolkit development and training in the UK in a way that is creative and practical. You will need to work within tight budgets, building on prior work where possible. Work will be overseen and assisted by Porism's technical director and a part time consultant, both of whom have worked on the project up to approval and kick-off.

The ideal person will be someone with a broad knowledge of local public sector services and some project co-ordination experience, coupled with an understanding of private sector disciplines for cost control and delivery of results with initiative and minimised bureaucracy. The role would be suitable for someone who wants to advance to a more managerial position.

Your formal place of work will be Porism's offices in south London. But we can support flexible working. You will be expected to travel within the UK and to attend meetings in Brussels, Rome and other parts of Europe.

The Person

We are seeking applicants with the following:

- good understanding of public sector service delivery, ideally with a local authority
- high level of computer literacy and competency in web use
- strong personality, so you can focus on what's important
- great communication skills (including both good written and spoken English)
- ability to prioritise and meet deadlines
- interest and experience in use of digital technologies for helping the socially excluded

A formal qualification in management or public administration will be a distinct advantage.

Knowledge of the Italian, Spanish, Portuguese or Czech languages would help, although the main project language is English.

Opportunities

The job runs through to 31 May 2012. Related opportunities are expected to open up with Porism for the right person thereafter. We would welcome someone who can advance the company's objective of building a business around a methodological, evidence based approach to public sector service improvement.

Remuneration

- Salary in the region of £50,000 pa
- 5 weeks holiday per annum

The Company

Porism Limited is a progressive software development company. We develop computer applications, some of which are truly mission critical to our clients. Our biggest growth area is in web-based systems for public sector organisations, particularly Local Authorities. We don't do traditional web sites so much as ones which draw on complex structured databases that allow analysis of data and promote information sharing across organisations. Working directly or indirectly with most UK local authorities and other public bodies to aid multi-agency working, we help steer the standards used for interoperability.

Our clients tend to seek us out because of our reputation. We have a low sales profile, relying on the quality and relevance of our work to bring repeat business. We operate from modest, but comfortable, offices in south London, reflecting our concentration more on substance than style. The offices are conveniently located only a few minutes from the nearest tube station and high street.

In addition to our software work, we operate as the body which co-ordinates work on behalf of UK local authorities bringing together local government support organisations and unifying standards across Europe.

We take equal opportunities seriously and are pleased to have found the company has attracted a very diverse team of people who mix well and draw on each others' strengths.

Application Process and Timescales

Apply by e-mail to jobs@porism.com with a copy of your CV and a suitable covering e-mail message stating the reasons you are attracted to this position. So that we can identify which position you are applying for in your application, please **quote the reference number of the position** for which you are applying.

We aim to recruit during August 2010.

If you have any queries about the role or your suitability for it, do e-mail us.

We will not pay agencies or other intermediaries for helping us place candidates in this role.