

Job Description

Job Title	Cutover Lead
Directorate	Strategy & Change
Service Area	Digital & ICT
Grade	9
Competency Level	2
Salary	£51,356 - £56,673
Job Type	Agile
Location	Cunard Building
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	A10020

Job Purpose

The Cutover Lead will be a key role on the ERP Programme to manage the transition to the future system(s). They will be a bridge between the technical and business teams, developing and managing the cutover plan while effectively engaging with stakeholders from across the Council to deliver successfully.

Directly Responsible For:

N/A

Directly Responsible To:

Programme Manager

Main Areas of Responsibility:

- Developing the detailed cutover plans to outline each step of the transition, from pre-cutover activities, through to go-live and support
- Developing the cutover checklist and standards that must be hit to transition to the new system / service
- Managing the delivery of the cutover plans and coordinating all teams involved to ensure successful delivery. This includes programme resources, business resources, suppliers and any other 3rd parties
- Actively managing risks through the cutover period including the development and management of mitigations
- Maintaining clear and transparent communication with all stakeholder involved, including senior leadership
- Overseeing data migration activity to ensure it meets the standards required to go-live
- Monitor performance post go-live to ensure any issues are identified and addressed quickly
- Develop lessons learned that LCC can apply to any future transitions, for this programme or others

Supervision and Management Responsibility:

- Post holder is expected to assist and give work instructions to colleagues on the team in relation to the projects that they are working on

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for a sustained period of time.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in a technical or other appropriate discipline – or equivalent or other relevant ICT professional qualifications (A)
- Experience in common data transformation tooling E.G. Advanced Excel, Python etc (A,I)

Experience

Essential

- Experience of managing cutovers from legacy on premise systems to cloud ERP solutions (A,I)
- Understanding of technical ERP architecture, data migration and integration (A,I)
- Strong project management skills and experience (A,I)
- Ability to create effective communications and engage stakeholders at all levels (A,I)
- Experience leading a workstream on major programmes (A)

Skills/Abilities

Essential

- Strong programmatic and workstream leadership skills (A)
- Excellent verbal and written communication (A)
- Able to simplify and succinctly play back complex ideas (A)
- Exceptional inter-personal skills and the ability to influence and impact at all levels (A)
- Strong programmatic and workstream leadership skills (A)
- Excellent communication, presentation, negotiation, and influencing skills (A,I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A)
- Familiarity with public sector policies, including safeguarding and equality frameworks (A,I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A,I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A,I)

