

Job description

Job Title: Political Finance Online Project Lead

Directorate: Electoral Administration and Regulation

Responsible to: Director of Electoral Administration and Regulation

Responsible for: 1 x Project Manager (with the potential increase of staff)

Job Purpose

To lead the Political Finance Online project from discovery to delivery.

A key responsibility of the Commission is to maintain a register of political parties, and to ensure that all donations to parties, campaigners and non-political campaigners are recorded and published. The Political Finance Online system is the means by which this is achieved. Our current system is nearing end of life, and the job of the postholder will be to scope and deliver a new system. We are looking for a senior ICT project manager with a proven track record of delivery who is able to take on one of the highest profile and highest risk projects in the Commission. The PFO system is unique in terms both of its function and of its importance not just to the Commission but to the functioning of our democracy. Delivering it is a complex project which will require not just excellent technical and delivery skills but an ability to manage a wide range of stakeholders and a sensitivity to the reputational risks attached.

The job holder will need to:

- Work with the Head of Digital Delivery and Technology to ensure a smooth transition of our existing system to the cloud as a short-term measure;
- Scope and lead a discovery phase for the new system
- Make recommendations on the procurement of a new system and lead the procurement
- Ensure the new system is delivered on time, to quality and within budget
- Define and deliver training requirements
- Work with internal and external stakeholders to ensure the system meets expectations and is futureproof
- Ensure that a team with the appropriate skills is in place, both directly under their line management and on a matrix management basis, and manage the team to deliver

As a member of our Senior Leadership Team, the jobholder will be expected to make a corporate contribution to the leadership and strategic direction of the Commission, reflecting the importance of this new system to our stakeholders.

Key Accountabilities

The role will be 100% dedicated to the delivery of the project. The postholder will work directly to the SRO, the Director of Electoral Administration and Regulation. They will be accountable to the Executive Team of the Commission and ultimately the Commission Board for successful delivery.

Technical Skills

Experience with software development methodologies, particularly in understanding and applying technologies that are central to the project's success, such as cloud platforms, databases, and network infrastructure.

This includes knowing how to integrate future system(s) effectively to the Commissions technology architecture to meet the project goals. Proficiency in Agile methodologies is essential for streamlining development processes, ensuring continuous integration, and delivering iterative value. Additionally, the ability to make strategic and design decisions to ensure scalability, security, and performance, by keeping the project aligned to meet both technical and business objectives.

Leadership

Set the tone for the project by fostering a collaborative, results-driven culture. To inspire and motivate the team members by setting clear expectations, recognising achievements, and providing constructive feedback. Create an environment where team members feel supported and valued to enable better project outcomes.

Define clear, measurable goals for both the team and individual members to ensure that everyone understands their responsibilities and how their contributions affect the project.

Vendor Management

Be involved with the selection, coordination, and oversight of third-party providers for the project's success. This includes selecting vendors based on technical fit and negotiating clear contracts and SLAs that define expectations for deliverables, timelines, and quality. Maintaining regular communication to ensure alignment, while monitoring performance to keep vendors accountable.

Must also manage risks associated with vendors, ensuring smooth coordination with internal Commission teams and addressing any issues that arise. Additionally, ensure the vendor(s) adhere to compliance and Commission set standards.

Key Working Relationships

The post-holder will work closely with the Head of Digital, Data, Technology & Facilities to ensure that the new product is configurable with existing Commission systems. They will work equally closely with the Head of Registration, Compliance and Transparency, who is the senior product owner for the new system. They will work with other Regulation Heads as appropriate. They will also need to liaise with the Head of Digital Communications to ensure compatibility with the Commission's website. They will work with the Head of Procurement on procuring and contract management. They will be supported by the Head of Projects as necessary.

This role requires excellent communications with the Executive Team to give expert technical advice. Decisions and recommendations made by this post will have significant impact on the day to day operations and reputation of the Commission. A key element of the purpose of this role is to mitigate against these risks.

The project is of strong interest both to our Audit and Risk Committee and to the Board of the Commission. The postholder will need to gain the confidence of commissioners and be able to demonstrate progress.

Political parties and campaigners are the key customers for the system. The postholder will need to build good relationships across this spectrum. More generally there is strong public interest in the data published on the system. So the postholder will need to work both directly with stakeholders and with colleagues in External Communications to manage these relationships.

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
Qualifications	Project Management qualification or equivalent relevant experience	E	A A
Experience	Strong track record of delivering ICT projects at senior level, with at least some experience in the public sector	E	A + I
	Experience of procurement and contract management	E	A + I
	Experience in migrations from on premise to cloud implementations	E	A

	Experience in managing high profile stakeholder groups	E	A + I
	Staff management experience	E	A + I
	Ability to work with and gain the confidence of other colleagues	E	A+ I
Knowledge and skills	Demonstrable ability to lead an ICT project	E	I
	Knowledge of ICT project management and of agile methodology	E	I
	Ability to identify and solve problems whilst working under pressure	E	I
	Can manage own workload and that of the team to meet the milestones and deadlines in the team business plan	E	I
	Able to communicate with technical colleagues and non-technical staff to inspire confidence and buy-in	E	I
	Good level of written communication	E	I

A-application and CV I-interview T-test

Job Description and Person Specification last updated: __/__/____ By: