



Midlothian



POSITION PROFILE

Senior Change &
Release Analyst

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Midlothian Council is Scotland's fastest growing Local Authority - serving a growing population of over 90,000. Situated just ten miles south of Edinburgh, Midlothian boasts some of the finest green spaces in Scotland, including the Pentlands Regional Park. People are moving to the area to live in new housing, to take advantage of job opportunities and for the excellent transport links, including the Borders Railway. We provide a hugely diverse range of services to our citizens including schools, social care, planning waste and recycling services, libraries, and lots more.

Once known for its mining, Midlothian now has the largest concentration of animal-science-related expertise in Europe. The Edinburgh and South East Scotland City Region Deal, a major initiative with the potential to transform Midlothian, will drive productivity and growth while reducing inequalities and deprivation. Meanwhile, ambitious plans to improve town and village centres including Dalkeith, Newtongrange, Penicuik and Gorebridge will further boost the economy.

Midlothian offers excellent leisure opportunities. Our Loanhead Centre, incorporating a new primary school, library, medical practice, pool and leisure facilities, won a Scottish Property Award. Newbattle Community Campus opened in 2018 and is a Digital Centre of Excellence. The Midlothian Snowsports Centre at Hillend boasts the longest dry ski slope in Europe, whilst five of the Council's parks have Green Flags.

The Council is the largest employer in the region, with roles for over 4,000 people. We recognise that our most valuable asset is our people, and we strive to be an employer of choice by providing a range of benefits to recruit and retain the best people.





Amongst the 4000 staff at Midlothian Council includes a host of talented digital and technical change professionals. It is within this area that the Senior Change & Release Analyst will sit. The successful candidate will be joining the Council at a hugely exciting time as we embark on a wide-scale transformation supported by our new Digital Strategy.

Pivotal to delivering our ambitions is a Digital Service that underpins this work, both now and in the future. This role will lead the change advisory process, ensuring adequate risk assessment and scheduling of technical changes and releases. In this role, the Senior Change & Release Analyst will coordinate and often project manage changes, working with customers, stakeholders, and technical teams, and will be expected to manage several change requirements at once. There will also be an opportunity to create new business processes and reduce friction in others. This is a hugely exciting role that is both varied and interesting as you support the Council's transformation and growth.

Thoughts on Preferred Candidate:

We are looking for someone adaptable and flexible, with the ability to handle a range of duties. Excellent communication skills and the ability to form good working relationships with both technical and non-technical stakeholders will be fundamental to your success in this position. While being decisive and assertive is required, you must also be able to take into account a wide range of perspectives.





Job Title: Senior Change & Release Analyst

Reports to: Cyber Security, Information Governance & Compliance Manager

Key Responsibilities:

- Be the IT change and release lead for Midlothian Council
- Project manage change initiatives
- Ensure that technical changes in IT services provision are adequately assessed for impact, prioritised, scheduled, authorised and implemented in line with processes and using appropriate tools
- Chair the Change Advisory Board (CAB) with responsibility for setting agenda and reporting to stakeholders
- Contribute to the decision-making process for all significant technical changes
- Plan the rollout of changes to software, hardware and processes, coordinate releases and interdependencies and undertake ongoing analysis after release
- Design and action communication plans and documentation relating to changes to customers
- Assess possible training needs related to changes
- Review process changes and their adoption both within Digital Services and with customers
- Have overall responsibility for the Digital Services asset database (software and hardware)
- Manage configuration management for the organisation to ensure value for the business and adherence to company policies
- Ensure that changes to assets are recorded and controlled appropriately
- Overall responsibility for the planning (financial, resource, capacity, business continuity, succession), management and delivery of the Council's IT change and release processes
- Identify needs and engage with users or stakeholders to collate user needs evidence. Understand and define research that fits user needs. Use quantitative and qualitative data about users to turn user focus into outcomes
- Lead staff within the team to deliver service improvements that promote continuous improvement
- Develop systems and processes that ensure the Council's corporate and strategic aims are met and that the corporate direction of the Council is reflected in the objectives and priorities of the service
- Develop and sustain effective external relationships, appropriate partnerships and strategic alliances in pursuit of the Council's interests
- Work with Business Managers and other stakeholders to develop strategic business cases for investment for scrutiny and prioritisation by decision-making groups / boards



Key Skills / Attributes:

- Demonstrable experience in a similar position
- Knowledge of project management principles
- The ability to effectively communicate with internal and external stakeholders
- The ability to influence and deliver change
- The ability to act on your own initiative while taking into consideration the effect on a variety of stakeholders





Salary: Competitive salary available

Benefits Include: Flexible working
Local Government Pension Scheme, Council's contributions are 22.2%
Family-friendly leave
Discounted Gym membership at our leisure centres
Nationally agreed pay increases
Cycle to work scheme



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- To find out more about the role, please contact Midlothian Council's retained advisor, Rachel Sim at Livingston James
- All third-party applications, enquiries and direct approaches to Midlothian Council will be referred to Livingston James