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| Job Title  | Head of IT |
| Team:  | IT |
| Reporting to: | Executive Director of Finance and Operations |
| Responsible for | * c.15,000 members
* c.170 users
* Capital budget of c£1.5m and operational budget of c£1.5m pa
* 3 direct reports (one contractor)
* 8 BAU team members
* 4 transformation programme contract staff
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| Job purpose:  | * Lead and manage the IT team to ensure successful delivery of BAU IT services to the Society and members
* Ensure successful delivery and implementation of the IT transformation programme (SRO)
* Provide strategic advice to ensure the Society maintains best practice IT network, infrastructure and applications, fit for purpose and fit for the future
* Contribute to overall Leadership of the Directorate and wider Society
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| Key responsibilities | **General*** Interpret the business strategy and deliverables of the Society and deliver an IT Strategy to meet the Society’s plans
* Lead the Society in all aspects of Cyber Security
* Lead IT to drive innovation and efficiencies throughout the Society
* Be a trusted advisor to colleagues in the use of IT
* Lead and supporting all members of the IT Team
* Be a leading proponent of IT Programme / Project Management methodologies and tools to deliver business solutions
* Deliver and support all aspects of IT, including business systems, on-premise infrastructure, cloud applications and infrastructure, cyber security and learning and development

**Provide day-to-day management of IT function*** Provide strong leadership and support to the IT team of 8 people and day to day management of the IT function
* Responsible and accountable for all IT operational and capital expenditure, budgets and forecasts
* Manage, coordinate and cascade objectives to IT team to ensure the successful delivery and a service based culture
* Implement processes to ensure robust management of contracts and third-party suppliers
* Ensure IT equipment/infrastructure replacement programme linked to the long-term IT strategy
* Ensure all policies and processes are documented and up to date
* Lead and drive business continuity and disaster recovery plan
* Develop an in-house IT training function that empowers users to make the best use of the applications and services we provide

**Lead and deliver our IT transformation programme*** Fit for the Future IT infrastructure: to provide a stable, secure and resilient technology foundation, with an infrastructure that is ready to meet the needs of the future.
* Core Systems Strategy: implement new core systems and ensure efficient and effective integration
* Digitalisation and Innovation: implement technologies to digitise, automate and streamline our business process and client experience.
* Deliver a long-term IT and digital strategy for the LSS which addresses future use of applications, infrastructure, communication technology, video conferencing, system integration, hosted platforms
* Deliver an implementation programme, including the implementation of new core systems and IT infrastructure
* Lead and advise on end-to-end requirements gathering and tendering process to deliver best practice solutions for an organisation of our size
* Develop and prepare professional business cases for submission to our Finance Sub-Committee, Board and Council for significant investments in new systems and infrastructure
* Lead on contract negotiation
* Lead and manage chosen software partners and consultants to ensure successful delivery of transformation programme on time, on budget and in scope
* Ensure smooth transition of transformative projects to BAU
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|  | Essential | Desirable |
| Qualifications & training | * Educated to a degree level with a computer science/engineering or similar qualification
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| Work experience | * Significant experience of leading the successful implementation of an ERP system or best of breed solutions for medium to large size organisations
* Proven understanding of Cyber Security concepts, accreditations, and trends
* Experience in procurement and implementation of systems, including development of Request for Proposal/tenders, evaluation, contract negotiation and programme/contract management
* Significant experience in a senior management role with demonstrable experience across multiple IT disciplines
* Experience of participating in boards, committees and working groups
* Significant experience of managing an IT team – task/ objective planning & allocation, development of roles and performance management
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| Knowledge & skills | * Excellent project and time management skills
* Excellent problem solving skills
* Strong interpersonal skills, ability to communicate IT based information to all levels within the organisation
* Knowledge of best practice IT infrastructure and architecture
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| Competencies & values | * Ability to work under pressure
* Confident self-starter
* Proven ability to influence, guide and make key business decisions
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| Other |  |  |

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| Date | 3 October 2024 |