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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Director of IT and Digital Transformation

**Department:** Finance and Resources

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Chief Finance Officer

**Reports:** Network Development and Services Manager

**Salary / Scale:** Management Spine Post - Band G

(£49,545.00 - £54,996.00)

**Date of Issue:** April, 2021

**Organisation Chart:**

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1. **Aims and Purpose of the Post**
   1. Be the trusted advisor to the Senior Leadership Team and colleagues on digital transformation and cyber security in delivering the long-term strategy for the College.
   2. Provide clear and inspiring strategic leadership, change management and direction for IT and digital transformation, championing a digital by design approach to processes and infrastructure to maximise the use of technology.
   3. Play a lead role in developing an integrated Digital Strategy to support the College’s strategic plan, develop digital capability and deliver the transformational change required to ensure high quality education and skills development leading to talented, committed industry focussed and career ready students.
   4. Develop cost effective solutions that deliver value for money and return on investment in line with the College’s financial strategy.
2. **Specific Responsibilities**
   1. Work collaboratively to develop, lead and implement an integrated Digital Strategy, underpinning infrastructure and transformational change required to achieve strategic goals and financial plans.
   2. Develop and own, lead and deliver an ICT Roadmap and costed investment plan in line with the College’s Digital Strategy including a cloud first approach.
   3. Work collaboratively with senior leaders, colleagues and the students to improve digital access and inclusion and develop innovative solutions to service delivery informed by best practice and new ways of working.
   4. Ensure high performance expectations are set and excellence is delivered using technology across all services by effectively partnering and matrix managing programmes across College; reporting on project and programme progress to the Project Governance Board.
   5. Work with relevant teams to develop, deliver and monitor the effectiveness of Information Learning Technology (ILT), business and project plans.
   6. Lead on the evaluation of the organisations Digital Strategy ensuring system integration and effectiveness, value for money and return on investment is achieved – developing the means to evaluate the effectiveness of investments.
   7. Develop the digital portfolio of the College to ensure continual innovation and with impact aligned to the Strategic Plan.
   8. Manage and procure resources to ensure the delivery of the Digital Strategy on a cost-effective basis within approved budgets.
   9. Oversee the ICT infrastructure and data management solutions, ensuring effective policies, procedures and change control; data compliance and information security governance; optimal performance, cost effectiveness and risk mitigation.
   10. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   11. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   12. To manage student conduct in accordance with College policies.
   13. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   14. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   15. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   16. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

35 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| --- |
| **Person Specification – Director of IT and Digital Transformation** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to Bachelor’s degree level or equivalent in computer science, information systems, business administration or related field. | X |  |
| Educated to masters level or equivalent in computer science, information systems, business administration or related field. |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent). | X |  |
| Commitment to and evidence of CPD. | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role. | X |  |
| Experience of working in an educational setting. |  | X |
| Extensive experience of managing IT teams, projects and influencing senior management and key stakeholders. | X |  |
| Extensive knowledge of infrastructure planning and operations, design and deployment, as well as system life cycle management and cyber security. | X |  |
| Knowledge of the contemporary digital landscape of organisations and experience of bringing leading technology and process optimisation practices to an organisation to drive sustainable improvements in business performance. | X |  |
| Proven innovator with a sophisticated understanding of digital and technology solutions and a successful track record of driving strategy and delivering programmes from design through to implementation. | X |  |
| Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of diverse scopes in a cross-functional environment | X |  |
| Extensive experience in a technology and digital transformation leadership role bringing experience of designing, owning and evaluating organisational transformations and delivering large scale change that add value from data and information. | X |  |
| **Personal Attributes** |  |  |
| Proven ability to lead, manage and engage staff. | X |  |
| Outstanding interpersonal communication skills. | X |  |
| Exceptional problem solving skills. | X |  |
| Ability to form effective cross College relationships with a wide range of different people and stakeholders at all levels, you will have a proven ability to combine strategic thinking with the practical requirements of the role. | X |  |
| Outstanding organisation and administrative skills | X |  |
| Ability to develop ideas, write reports, plans, strategies, business correspondence and business procedure documents | X |  |
| Able to maintain confidentiality at all times. | X |  |
| Ability to present data and information effectively, respond to questions from a range of stakeholders. | X |  |
| Ability to monitor budgets and produce financial information. | X |  |
| Ability to maintain a positive “can do” attitude. | X |  |
| Provide a flexible approach to work in order to meet business demands. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure. | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities. | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the college

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the college
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equality and valuing diversity