JOB DESCRIPTION

Job Title:	Assistant Director Information Technology
Department:	Corporate Services
Contract:	Full-time, permanent
Salary Range:	£55,751 - £59,135 p.a.
Salary Grade:	SS11
Report To:	Director of Funding and Corporate Services
Job Purpose:	1. To operate as a senior leader; to lead, develop and oversee the management of Information Technology ensuring information technology supports the academic and administration functions of the University, in order to create an innovative digital campus for students, academic and support staff and external customers utilising the facilities of the University. 2. Devise, develop and deliver an innovative and transformative strategy for Information Technology which is aligned to the University's corporate strategy, facilities and delivers enhanced changes in its customer experience. 3. Provide strategic leadership to the IT team; manage a collaborative, professional IT services offering which has clear responsibilities, is simple to engage with, effective in its operation and puts the customer at the heart of what it does. 4. To ensure our IT Infrastructure is reliable, secure, cost efficient and strategically sound, reflecting the University business needs and best practice in creating value for the University and our customers 5. To effectively manage the procurement of IT products and services liaising with suppliers and advising budget holders of appropriate alternatives ensuring the University receives the best value for money.
Main Duties & Responsibilities:	1. Develop the Information Technology strategy in collaboration with the Director of Funding and Corporate Services, ensuring key initiatives are aligned to the University's strategic plan and communicated to the team. 2. Provide strategic leadership to the Information Technology team by setting and directing the vision and mission of the University, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their

objectives and targets.

3. Manage the day-to-day operations of the IT team providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.

4. Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximise subordinate and team's performance.

5. Oversee IT projects and initiatives in a timely manner and within budget, within the IT business units, based on the University's strategic and operational priorities.

6. Identify and promote opportunities for the application of emerging technologies across the University, in order to support excellence in teaching and learning and to improve support services for students, academic and support staff; utilising a model of partnership and collaboration.

7. Ensure an appropriate campus IT infrastructure and support service for UCB employees and students with access to UCB IT services, maintenance of hardware and software and responding efficiently to issues.

8. To have a hands-on approach to lead and coordinate the selection, installation, operation, support, and maintenance of our information technology infrastructure and have good operational knowledge of computer hardware, software, networking and related technologies including: VMware server and desktop virtualisation, Microsoft Server OS and Active directory, and networking (SANs, VLANS, Wireless, Firewalls).

9. Liaise and coordinate with internal and external parties at the appropriate levels to support and ensure execution and smooth flow of the University's Information Technology infrastructure.

10. Remain abreast of latest local, regional, and global IT-related updates in order to provide UCB with informed and updated perspectives when required and evaluate the IT function in order to implement and enhance an up-to-date IT service.

11. Contribute to the preparation of the academic department and corporate services budget to ensure considerations of all IT department operational expense in the overall budgeting.

12. Chair the IT steering group in its objective to develop and maintain the information systems and technology strategy for the

University.

13. Develop a realistic, costed and deliverable five-year plan for investment in systems and technology, ensuring this is synchronised with user needs and capital approval mechanisms.

14. Develop standards and policies in support of the strategy including technical architecture, information security, and disaster recovery plan and ensure University-wide compliance with such standards.

15. To ensure the University IT systems are securely protected with high level of security from any external cyber-attacks that are regularly monitored and undertaking periodical independent penetration test of the University network infrastructure.

16. To plan, develop and to be responsible to ensure effective back-up and recovery procedures are established and fully tested for Business continuity/Disaster recovery.

17. To have the awareness of the University IT requirement related to Apprenticeship, EU and International Students and the need to provide a secure remote external access requirement.

18. Investigate, research and advise senior management on current and future trends and developments to enable the department to provide the most up-to-date, cost effective and relevant solutions necessary to maintain a high level of student and staff engagement and satisfaction.

19. Work with the business and academic managers across the University to ensure that current and planned information systems deliver value for money/business benefit.

20. To support and develop IT staff development requirements across the University in conjunction with the HR Department, in particular supporting the introduction of new technologies, e.g. hardware, software application and blended learning.

21. To support and advise the Data Protection Officer in alignment with the University's GDPR compliance and procedures.

22. To commit to upholding the principles of Safeguarding and the PREVENT agenda.

23. Any other duties commensurate with the nature and grade of the post.

The specific job description applies to the current duties, but in recognition of the changing nature of IT systems and the growth of

	the University's use of IT, the post-holder must expect the job description to change gradually over a period of time and be prepared to accommodate such changes.

PERSON SPECIFICATION

Post:	Assistant Director Information Technology	Weighted criteria
Experience:		
1	Experience in a managerial position with demonstrated competence in managing day-to-day operations for all aspects of an IT department.	X
2	Experience of managing a large network services environment.	X
3	Experience in a relevant IT role.	
4	Advanced computing experience with knowledge of a wide range of software applications.	
5	Range of technical experience and knowledge to support the IT infrastructure.	
Skills & Abilities:		
6	Proven leadership skills.	X
7	Ability to troubleshoot complex problems and work positively with all business users; ability to explain complex systems in simple terms.	
8	Excellent interpersonal and communication skills (written and verbal), to include report writing.	X
9	Good prioritisation skills with a positive outlook and the ability to be flexible and adapt plans.	
10		
Education & Qualifications:		
11	Relevant degree or commensurate professional qualification.	
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Training & Professional Development:		
16	Relevant technical, software and hardware training and development.	
17	Relevant managerial training.	
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Other:		
21	Flexible approach to work, including out of hours support as required.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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For office use only:

Approved by:	MP/AP	Date:	26/3/21