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**Job Description**

**Director of IT and Digital Innovation**

Job Title: Director of IT and Digital Innovation

Grade: Management: £77,576 - £85,978

Responsible to: Chief Technology Officer

Hours: 36 hours per week, 52 weeks per year with flexibility when required

Base: Harrow, Richmond and Uxbridge Colleges, with travel across the UK and some hybrid/remote working to be agreed

**Reporting to: Chief Technology Officer**

**Purpose of the post:**

The Director of IT and Digital Innovation will provide lead on all technology initiatives within the College, ensuring that IT services and Digital Innovation efforts support and advance the College’s mission, values and strategic priorities. The Director will oversee the effective delivery of IT Infrastructure, systems and services across HRUC, balancing day-to-day operational excellence with the forward-looking adoption of emerging technologies. They will ensure that all technology solutions are secure, sustainable, and aligned with best practices in information management and security. The Director will champion a data-driven approach to decision-making, lead digital transformation projects that support teaching and learning excellence, and drive organisational change to create a modern, adaptive, and digitally enabled environment.

**Main responsibilities:**

**IT management, team and efficiency**

* Deliver a high-quality, efficient, secure, and cost-effective IT service for all stakeholders
* Foster a high-performing, outcome-driven culture that emphasises effective staff appraisals, supports professional and personal growth, and aligns with HRUC values.
* Manage relationships with external suppliers, contractors, and vendors to ensure high-quality service and value for money through strategic partnerships.
* Drive operational efficiencies by optimising resources, redesigning processes, and implementing change initiatives to improve service quality and cost effectiveness.
* Oversee and mitigate strategic and operational risks related to HRUC dependence on IT services.
* Ensure comprehensive business continuity plans for IT resources, with sufficient facilities in place for recovery if needed.
* Implement HRUC policies and procedures within the IT service
* Develop, implement and manage relevant IT policies.

**Information and Cyber Security**

* Enforce Information Governance policies, resolving or escalating issues to HRUC Leadership team as needed.
* Identify, assess and mitigate information and cyber security risks, ensuring all services align with HRUC risk tolerance. Collaborate across departments to establish and execute goals and strategies that enhance information and cyber security.
* Develop and implement a comprehensive framework for information management and security across all HRUC activities. Maintain and strengthen standards within this framework to support monitoring of information compliance. Ensure data is appropriately defined, stored, accessible, secured and purged according to established policies and standards, working with departments to enhance data quality.
* Stay informed on security breaches and act as a core lead for major cyber or information security incidents.
* Actively participate in internal audits related to information management.

**Innovation**

* Provide visible leadership for digital innovation and transformation across HRUC, engaging actively with students, teachers, staff and wider community
* Oversee the implementation of new systems and technologies, and provide guidance to IT professionals and other staff across the organisation
* Oversee near, mid and long term capital resource planning for IT and digital, working closely with Group Finance to ensure that capital expenditure needs are built into future investment planning and cash flow management.
* Take a strategic approach to staff resourcing, ensuring that IT support resources are right sized and right place to deliver maximum efficiency and excellent service.
* Direct and organise significant IT related programmes and projects ensuring appropriate governance, quality and expenditure control.
* Oversee procurement of technological equipment and software and establish partnerships with key IT related partners.
* Oversee design and customisation of technological systems and platforms to enhance academic and service delivery across the staff and student base.
* Stay up to date with the latest technology and best practice.

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

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| **Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Director of IT and Digital Innovation**

**Person Specification**

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| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| **Qualifications** |  |  |  |
| Proven ability to assess and address complex issues with appropriate solutions, evidenced by an undergraduate or postgraduate degree or equivalent professional experience | **✓** |  | Cert/AF |
| Relevant professional certification or equivalent experience, with a proven commitment to ongoing professional development | **✓** |  | Cert/AF |
| **Knowledge, Skills and Experience** |  |  |  |
| Senior leadership experience in a comparable IT or digital role within a complex, medium to large organisation | **✓** |  | AF/IV |
| Ability to create and communicate a clear vision for technology and information, with substantial experience in IT implementation and adaptation in a constantly evolving environment | **✓** |  | AF/IV |
| Proven track record of building and sustaining effective relationships with internal and external stakeholders across diverse groups and partner organisations | **✓** |  | AF/IV |
| Experience of successfully designing and delivering high-quality, stakeholder-focused services and systems that fulfil business needs | **✓** |  | AF/IV |
| In-depth knowledge of information management and information security best practices | **✓** |  | AF/IV |
| Strong leadership and change management abilities, with excellent organisational, planning, communication, and influencing skills | **✓** |  | AF/IV |
| Ability to address and make difficult decisions, especially concerning staffing issues | **✓** |  | AF/IV |
| Demonstrable experience in resource management, ensuring efficient, effective service delivery | **✓** |  | AF/IV |
| Proven experience in leading large-scale digital projects aligned with strategic goals | **✓** |  | AF/IV |
| Commitment to the development of senior colleagues, with a readiness to serve as a coach or mentor | **✓** |  | AF/IV |
| Knowledge of the key opportunities, challenges, and risks in further education (FE) | **✓** |  | AF/IV |
| Creative problem-solver with the ability to navigate challenges where limited precedence or conflicting information may exist. | **✓** |  | AF/IV |
| Extensive experience in establishing strategic relationships with major suppliers and advisors. | **✓** |  | AF/IV |
| Demonstrated expertise in risk management. | **✓** |  | AF/IV |
| Clear commitment and capacity to contribute meaningfully to corporate management. | **✓** |  | AF/IV |
| Senior-level experience within the education sector |  | **✓** | AF/IV |
| Familiarity with the public sector or experience working within public-sector frameworks |  | **✓** | AF/IV |
| ***Personal Attributes*** |  |  |  |
| Strong commitment to teamwork across all levels of the organisation | **✓** |  | AF/IV |
| Strategic thinker with a calm, rational, and objective approach to decision-making | **✓** |  | AF/IV |
| Clear understanding and a commitment to  Equality and Diversity and Safeguarding in an education environment | **✓** |  | AF/IV |
| Flexible approach, with the ability and willingness to work at all College campuses (Uxbridge, Hayes, Harrow and Richmond) | **✓** |  | AF/IV |

\*Cert – Certificates checked at interview/induction

AF – Application Form

IV – Interview process