



Support Staff Team Member Director of Digital Services



Employment Status:	Full Time
Required from:	As soon as possible
Job Location:	Main College Site - Whole College Post
Application Closing Date:	Sunday 12 June 2022
Interview Date:	Longlisting W/C Monday 13 June 2022 Shortlisting W/C Monday 20 June 2022

We reserve the right to interview candidates before the closing date



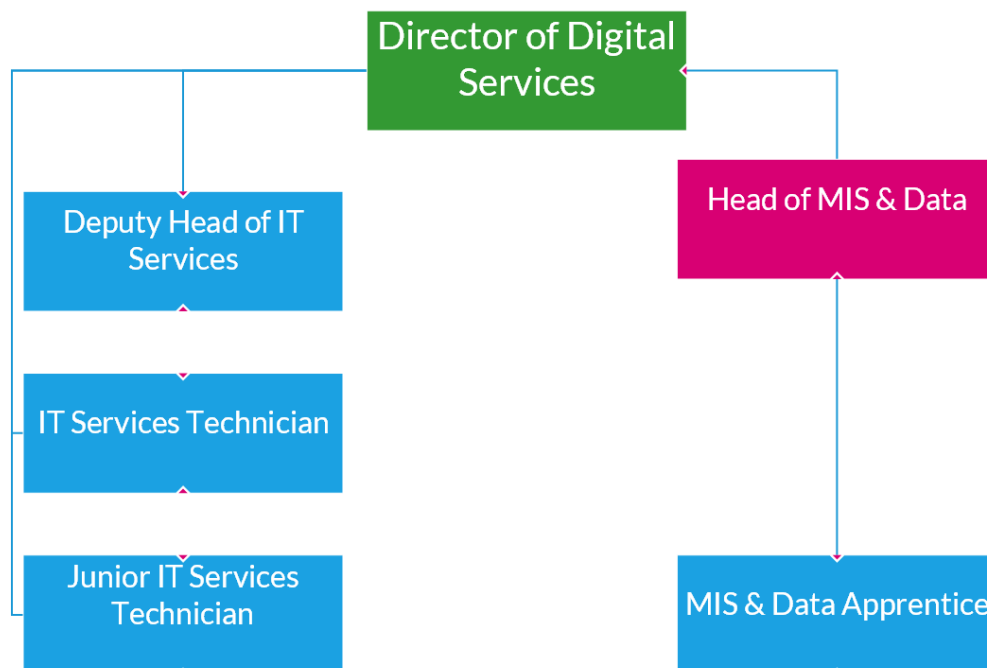
THE DEPARTMENT

The Support Team comprises approximately 120 dedicated and professional staff, covering the following business and day to day operational functions of the College:

- Administration
- Admissions
- Commercial Enterprise
- Development & Fundraising
- Finance
- Health & Safety
- Human Resources
- IT/Digital Services
- Marketing
- MIS and Data
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

The Director of Digital Services leads the IT/Digital Services Department as well as the MIS & Data Department, as shown below:

The Department supports the St Dunstan's Educational Foundation ('the Foundation') which comprises both St Dunstan's College as well as St Dunstan's Enterprises, which runs a Leisure Club and hires out other facilities, including the space for a large private nursery.



The MIS and Data department is a newly formed team that consists of the Head of MIS and Data and an MIS and Data Apprentice. This department supports the use of the College's MIS (iSAMS) and extended systems whilst also providing extensive data analysis for staff and Senior Leadership teams.

The Foundation's digital estate spans multiple sites and consists of approximately 1500 users and over 500 computers, including a 1-2-1 device scheme for all teaching staff and key support staff. The team also supports virtual, physical and cloud servers, telephony, and CCTV. Classroom resources include interactive flat panel displays and TVs.

THE ROLE

Reporting to the Chief Operating Officer, the Director of Digital Services is responsible for the strategic development, effective delivery, and ongoing maintenance of IT/digital and Data across the Foundation. Specifically, the Director of Digital Services ensures the Foundation has an appropriate, secure, and sustainable digital infrastructure and data management to support current and future education and operational needs. You will play a key role in the Digital Strategy Group, which is chaired by a member of the Foundation's Executive Team, helping to shape the vision and digital direction of the Foundation. Working closely with relevant leaders, you will keep abreast of developing technologies, collaborating with key staff to incorporate new ideas into the Foundation's vision.

JOB DESCRIPTION

Responsible to: Chief Operating Officer

Responsibilities

- Build strong relationships and engagement mechanisms across the Foundation to understand business needs and facilitate effective decision-making and implementation regarding data and technology management.
- Work with a wide range of colleagues to develop a framework for data and technology that meets the Foundation's needs, including:
 - clear architectural principles and decision-making processes for delivering Foundation-wide integrated platforms, infrastructure and digital capabilities that are fit for purpose and future-facing.
 - reliable and cost-effective software and hardware to support teaching and learning activities as well as operational functions.
 - digital safety measures including monitoring and response mechanisms to protect all users.
 - high service standards backed up by appropriate policies, procedures, and effective incident management.
 - training development and delivery for a range of users.
- Support the Chair of the Digital Strategy Group, leading on elements of formulation and implementation of the Foundation's Digital Strategy.
- Work with the wider the Digital Strategy Group to clarify and deliver a digital education roadmap in line with the Foundation's strategic vision, considering wider trends in education technology.
- Formulate a strategy for upgrading or replacing business and enterprise systems as appropriate, such as Finance, HR, and data systems.
- Working with the property team; shape and support the delivery of the technological specification for capital and digital projects.
- Ensure long-term planning for rolling replacement and upgrade of infrastructure,

and continuous improvement in the delivery of safe, secure, and reliable IT Services.

- Considering relevant legal and regulatory requirements, ensure appropriate policies and procedures are in place to govern the use of data and digital resources across the Foundation.
- With the Chief Financial Officer, design the annual and long-term IT budget and procurement, ensuring suppliers deliver high-quality, cost-effective services and provide value for money.
- Inspire, develop, and manage the MIS and Data Department, and IT Services Department in the pursuit of best practice through effective line management.

General

- To have due regard for safeguarding and promoting the welfare of children and young people. To follow the child protection procedures detailed in the Foundation's safeguarding policy.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the Chief Operating Officer.
- Engage in training opportunities to further develop skills and knowledge.
- To perform such other tasks as may reasonably be required by the Chief Operating Officer.
- To carry out the above duties in accordance with the Foundation's policies.

HOURS OF WORK

37.5 hours per week, 52 weeks per year. Some flexibility will be required with this post and any additional hours worked can be taken flexibly as Time off in Lieu. 22 days annual leave to be taken at certain points throughout the year.

SAFEGUARDING DUTIES & RESPONSIBILITIES

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.
- This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Qualification/s and Training		
Educated to degree level or hold relevant job qualification		X
Cisco Certified Network Associate		X
Experience		
Successful strategic planning and leadership of IT teams	X	
Experience of using and administering Microsoft products and systems	X	
Experience of Apple and Google products and systems		X
Experience of Cisco and Meraki systems (switching and wireless)		X
Experience of successful project management, including planning, organising, and prioritizing work	X	
Experience of working in an educational or charity environment		X
Skills and Knowledge		
Knowledge of IT security, firewalls, anti-virus, and ransomware	X	
Effective leadership skills, with the ability to inspire, persuade others and enthuse teams to bring about positive change.	X	
Confidence to navigate complex contexts creatively and frame decisions to find effective solutions in a fast-paced environment	X	
Excellent budget management and negotiating skills	X	
Excellent written and verbal communication, with a 'customer service' approach.	X	
Personal Qualities		
A desire to learn and develop	X	
Flexible and willing to respond to changing priorities, whilst remaining resilient and calm under pressure	X	
Professional work ethic, with attention to detail and a desire to consistently deliver high standards	X	
Ability to deal sensitively with confidential information	X	

THE PACKAGE

Salary: £47,755 - £53,060

Pension: Contributory Pension Scheme ISPS (DC)*

Benefits: Tuition fee remission (which is means tested and capped) and no registration fees*
Private Health Care Insurance (50% paid by employer) with reduced health club membership.
Health care cash plan
Free lunch and beverages, during term time
Staff Accommodation (subject to availability; competitive market rate)
Free off-road parking
Salary Sacrifice Schemes
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation
*Conditions apply.