JOB DESCRIPTION

Job Title: Deputy Director of IT
Grade: DIR 40
Reporting to: Director of Digital Strategy
Responsible for: IT Managers

Job Purpose
The Deputy Director of IT is a key strategic and operational leader within GORSE, responsible for the effective delivery, management, and ongoing development of IT services across the organisation. Reporting to the Director of Digital Strategy, the postholder will oversee IT Managers and drive high-quality IT provision that meets the evolving needs of pupils, staff, and stakeholders.

The role includes deputising for the Director of Digital Strategy, contributing to digital transformation initiatives, and ensuring alignment between IT services and the Trust's broader strategic goals. The Deputy Director will also lead efforts to ensure full compliance in areas of IT security, safeguarding, and system resilience.

Key Responsibilities
Management & Strategic Development
- Contribute to the design and implementation of a Trust-wide IT strategy that supports educational objectives and institutional growth.
- Lead Trust-wide IT projects—from planning through to implementation—including system upgrades, infrastructure improvements, and digital platform rollouts.
- Develop robust service development and business plans, including cost-efficiency models and hardware refresh strategies based on data-driven insights.
- Provide regular updates and reports to senior leadership on IT performance, development plans, and strategic initiatives.
- Deputise for the Director of Digital Strategy in meetings, planning sessions, and stakeholder engagements.
- Support and lead digital transformation efforts, including modernisation of systems, cybersecurity enhancement, and digital learning initiatives.
- Ensure performance appraisals, training, and professional development are delivered across the IT team to maintain high service standards.

Personnel & Leadership
- Lead, mentor, and manage a team of IT Managers across multiple sites, ensuring consistent and effective IT service delivery.
- Uphold high standards and procedures for managing a large IT estate, working closely with infrastructure and development teams.
- Guide strategic IT discussions with senior leaders to ensure alignment with the Trust's digital strategy.
- Promote a culture of customer-focused service delivery, using satisfaction and performance data to drive continuous improvement.
- Coordinate and deliver IT training for staff across Trust establishments to build digital confidence and capability.

Technical Oversight & Governance
- Work with the Central Infrastructure Team to maintain a secure, resilient IT environment, including patching, disaster recovery, and cybersecurity initiatives.
- Support the development and enforcement of IT policies and procedures in line with legal and regulatory requirements, including GDPR.
- Assist in the creation and implementation of IT security protocols, risk management strategies, and business continuity plans.
- Provide evidence for audits and lead compliance efforts in partnership with the IT Leadership Team.

Procurement, Budgeting & Supplier Management
- Maintain strong relationships with vendors, negotiate contracts, and manage service agreements to ensure value and performance.
- Ensure procurement follows all compliance procedures, including framework use and competitive tendering, in collaboration with the Director of Digital Strategy.
- Help set and manage the IT budget, including forecasting, expenditure tracking, and optimising investments to support Trust priorities.

Personal Responsibilities:
- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:
- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	**E/D**
Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
Level 6 qualification or the willingness to work towards	E
Full UK Driving Licence	E
Relevant technical certifications (e.g., CCNA/CCNP, MCSE, AWS/Azure Architect, CISS)	E
Postgraduate qualification in digital leadership, business strategy, or IT management	D
Knowledge and Skills	**E/D**
Proven experience delivering organisation-wide digital and infrastructure projects.	E
Experience in cloud platforms (AWS, Azure),	E
A proven track record of budget management within an educational establishment	E

GORSE

Expertise in procurement methods and contract negotiation with suppliers, contractors and hardware vendors	E
Expertise in networking protocols (TCP/IP, DNS, VLANs), and virtualization (VMware, Hyper-V).	E
Strong leadership, mentoring, and stakeholder management skills	E
Experience with infrastructure monitoring and observability tools	E
Strong workflow management skills	E
Strategic thinking and the ability to align digital strategy with organisational goals	E
Ability to evaluate and implement digital tools to improve teaching, learning and business operations	E
Excellent understanding of digital governance, data protection, and regulatory compliance	E
Experience leading digital transformation and change management initiatives	E
Knowledge of cybersecurity frameworks and cyber risk management	D
Experience	**E/D**
7+ years in a senior digital/IT leadership role in a multi-site organisation	E
Strong technical background in IT infrastructure, cloud computing and networking.	E
Experience in multi-discipline leadership and project management	E
Experience collaborating with executive leadership and governing bodies	E
Evidence of commitment to Continuing Professional Development	E
Experience of being the Cyber Security leader for a large organisation	D
Experience of managing multiple conflicting priorities at the same time	D
Evidence of measurable impact on digital maturity within a complex organisation	D
Active involvement in national or regional digital networks or forums	D
Continuous Professional Development	**E/D**
Evidence of commitment to Continuing Professional Development	E
Other Conditions	**E/D**
Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.