RUNSHAW COLLEGE

APPOINTMENT OF DIGITAL ASSURANCE SPECIALIST – REF 261133

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the Strategic Plan on the college website, for full details of our vision and objectives.

We now have a vacancy for a **Digital Assurance Specialist**. The role is ideal for someone who is analytical, organised and interested in making digital services secure, compliant, trustworthy and effective. You will carry out data protection activity, cyber and supplier assurance, testing, process design, documentation and continual improvement across the digital service lifecycle. You will also support assurance of data and AI-enabled services as these capabilities develop across the College.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements to the Quality of Education across all provision types, and are proud of the exceptional student experience we provide. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together: Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Alex Harding
Head of IT Services
servicedesk@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE :	Digital Assurance Specialist
REF :	261133
UPDATED :	October 2026
ACCOUNTABLE TO :	Head of IT Services
RESPONSIBLE TO :	Head of IT Services
ACCOUNTABLE FOR :	Delivering digital assurance activities that support secure, compliant, trustworthy and effective digital services through data protection activity, cyber and supplier assurance, process design, testing, documentation and continual improvement.

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY RESPONSIBILITIES
Role Specific – Digital Assurance Specialist	▪ Deliver assurance activities across digital services, systems, processes, suppliers and controls, maintaining clear evidence of findings, risks, recommendations and agreed actions. ▪ Coordinate Subject Access Requests and other information rights requests, and support the investigation, recording and resolution of data protection enquiries, breaches and near misses. ▪ Support the completion and review of Data Protection Impact Assessments, privacy reviews and related data governance activity. ▪ Support Cyber Essentials Plus, penetration testing, IT Health Checks, phishing simulations and other cyber assurance activity, tracking actions and verifying supporting evidence. ▪ Review supplier security certifications, assurance reports, data protection information and due diligence evidence, identifying where further evidence, controls or action are required. ▪ Analyse, design, document and improve digital service processes, procedures and controls in collaboration with service owners, technical teams and colleagues. ▪ Design and carry out proportionate testing for new and changed digital services, systems, workflows and controls, recording outcomes, defects, risks and recommendations.

	KEY RESPONSIBILITIES
	▪ Create and maintain clear, current and auditable policies, procedures, process maps, work instructions, standards and assurance records. ▪ Support assurance of digital, data and AI-enabled products, services and processes, considering privacy, security, data quality, transparency, accuracy, resilience and regulatory compliance throughout their lifecycle. ▪ Maintain assurance registers, action trackers and management information, monitoring agreed improvements through to completion. ▪ Work with service owners, data owners, system managers, suppliers and governance groups to embed proportionate assurance controls and communicate risks, findings and recommendations clearly. ▪ Identify opportunities to strengthen governance, reduce risk, remove Digital Friction and improve the quality and effectiveness of digital services.
Role Specific – Service Desk Analyst	▪ Accurately Log and Triage incidents, Requests, Changes & First Aid calls. ▪ Undertake scheduled IT operational activities as required (Backups, reports, End User account management etc) to maintain a stable IT Environment. ▪ Ensure the accuracy and integrity of the College's Configuration Management Database and process & repair documentation (Knowledge Base). ▪ Advocate outstanding support for M365 (Teams, Office), Azure AD, Print & Learning Resources & training for customers as required.
IT Services Specific	▪ Maintain excellent average ticket satisfaction for optimal Customer Experience. ▪ Proactively work on tickets to ensure compliance with SLA targets. ▪ Adhere to core IT Services Processes (Request, Incident, Problem, Change) to ensure a consistent, auditable, secure service is provided. ▪ Champion Information Security provision and processes, assisting with deployment and support across college.

	KEY RESPONSIBILITIES
	▪ Maintain the College's Configuration Management database ensuring an accurate picture of all IT Services supported hardware. ▪ Contribute to the creation and upkeep of Knowledge articles as part of the Knowledge Management process. ▪ Participate in IT Services Continual Service Improvement activities including the recording of new initiatives. ▪ Maximise opportunities for improving the sustainability of the overall IT Estate in order to make a positive local difference.
Professional Practice	▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on, and evaluate the impact of continuing professional development activities on your practice ▪ Share and update your knowledge with colleagues and, where appropriate other networks, research communities etc to support improvement.
College Responsibilities	▪ Support the college's mission, vision, values and strategic objectives, acting as a role model for learners. ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. ▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice. ▪ Value and champion diversity, equality of opportunity, inclusion and social equity. ▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners. ▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety. ▪ Adhere to all college policies and procedures, including data protection. ▪ Along with all members of college staff, manage the behaviour of learners. ▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. ▪ Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours.

	KEY RESPONSIBILITIES
	▪ Support our sustainability strategy to reduce our environmental footprint. ▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work. ▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level.	Essential	Application form
Minimum Level 3 in IT/Computing or related discipline.	Essential	Application form
Qualification in Service Management e.g. ITIL v4, SDI-SDA, etc.	Essential	Application form
Higher-level ITIL qualification or module relevant to digital assurance, such as ITIL AI Governance (Version 5), or willingness to achieve within a specified timeframe.	Desirable	Application form
Recognised qualifications in cyber security or data protection, such as ISC2 Certified in Cybersecurity, CompTIA Security+ or a practitioner-level UK GDPR qualification, or willingness to achieve suitable qualifications within a specified timeframe.	Desirable	Application form
Evidence of strong Continuing Professional Development.	Essential	Application form
EXPERIENCE, KNOWLEDGE AND SKILLS		
Successful experience of working within an IT or digital services function, with exposure to assurance, cyber security, data protection, process improvement, testing or governance activity.	Essential	Application form, Interview
Demonstrate an understanding of relevant ITSM processes such as Change Enablement, Problem Management and Knowledge Management.	Essential	Application form, Interview, Task
Understanding of Microsoft 365 applications	Essential	Application form, Task



Experience of third-party liaison and demonstrate an understanding of the importance of supplier relationship management.	Desirable	Application form
Experience of troubleshooting Windows and mobile devices	Essential	Application form
Understanding of Cyber Security and the ability to identify trends in, and techniques to mitigate information security risks in a Further Education College.	Desirable	Application form, Interview
Understanding and/or experience of Cyber Security Standards such as Cyber Essentials/ISO27001	Desirable	Application form, Interview
Familiarity with cyber security, data protection and digital assurance tools used to assess vulnerabilities, review controls, gather evidence, monitor risk and support compliance activities.	Desirable	Application form, Interview, Task
Analytical and problem-solving skills	Essential	Application form, Interview, Task
Ability to learn quickly and utilise new skills and technologies.	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Align to Runshaw College values of Excellence, Fulfilment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, task
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview

Have high standards and be conscientious	Essential	Interview
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks

RUNSHAW COLLEGE

SUMMARY OF MAIN TERMS AND CONDITIONS	
SALARY	Up to £36,037 p.a. In addition, Runshaw College will contribute up to £2,487 p.a. in employer pension contributions
WORKING HOURS	37 hours per week
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	- 23 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time.
LOCATION	On campus, Langdale Road, Leyland. PR25 3DQ.
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Friday 27th November 2026
INTERVIEW DATE	3rd December 2026
JOB PACK APPROVED BY A.Harding	October 2026

RUNSHAW COLLEGE

Just some of the **Benefits** of working for us



We aim to be a truly great place to work, offering an excellent reward and benefits package, along with extensive opportunities for ongoing professional development.

Financial

Occupational Sick Pay:
- Up to 26 weeks on full pay and 26 weeks on half pay, depending on length of service.



Pensions:
- Career average defined pension scheme:
  - Local Government Pension with up to 6.90% employer contribution.
  - Teachers' Pension Scheme with up to 28.68% employer contribution.
- Tax relief on the contributions paid.
- Ill-health retirement options.
- Financial security with immediate life cover and dependant benefits in the event of death in service.
- Option to pay more or less contributions.
- Flexible retirement options: choose when to take your pension between age 55 and 75 years.

www.yourpensionservice.org.uk
www.teacherspensions.co.uk

Professional Development



- A structured induction programme.
- A comprehensive professional development programme including internal and external events.
- Annual £100 training allowance for a Runshaw course (in addition to work-related training).
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.

Rewards and Perks

- Discounts and cashback at major retailers, entertainment, travel, leisure, and dining.
- Free Microsoft Office license and anitvirus for work and personal devices.
- Staff social events and team building.

Recognition and Celebrations

- Team Excellence Award to recognise outstanding staff contibutions.
- Opportunity to participate in and celebrate a range of religious festivals and events.

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus annual cost of living increases (this is considered on an annual basis).

Work Life Balance

Annual Leave:
- Teaching staff: 50 days
  Management: 35 days
  Support: up to 25 days (pro-rata)
- Plus 8 bank holidays and 5+ days Christmas closure.
- Option to buy up to 10 extra unpaid days through 'HolidayPlus Scheme'.

Family Friendly:
- Flexible working options, Special Leave & Career Break policies.
- Enhanced occupational maternity, adoption and paternity pay.
- A 'Happy to Talk Flexible Working' employer.
- 35% discount off on-site FUNDA children's holiday club.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Contemplation and Faith facilities.
- Beautiful woodland campus.

Health & Wellbeing

Counselling Service:
- Free, confidential 24/7 telephone counselling, plus face-to-face counselling and supervision.

Employee Assistance Programme:
- Support for personal and work issues, including expert advice on debt, health and legal matters.
- Free wellbeing webinars & online resources.

Health:
- Access to a 24/7, 365 days-a-year GP consultation service for staff and immediate family.
- Cycle to Work Scheme which promotes cycling through tax incentives, providing great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccinations
- Access to BHSF Cash Plan, claiming reimbursement for everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Reimbursement for regular eye tests and a contribution towards spectacles for staff identified as DSE users.

Forces Families Jobs

disability confident EMPLOYER

MINDFUL EMPLOYER