**Northern Education Trust**

**Job Description and Person Specification**

**Director of Corporate ICT & Infrastructure**

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| **Job Title:** | Director of Corporate ICT & Infrastructure | | JE Ref | | JE378 |
| **Base:** | North Shore Academy | | | | |
| **Reports to:** | Deputy Chief Operating Officer | **Grade:** | | Grade 11  SCP 52 – 54 | |
| **Staff responsibility for:** | Corporate and Academy ICT Teams and Infrastructure | **Salary:** | | £64,438.00-£68,240.00 | |
| **Additional:** | Regular travel across Trust academies required and out of hours working. | **Term:** | | Permanent | |

**JOB PURPOSE**

* As a key member of the Corporate Leadership Team, take an active role in the development of corporate services across the Trust
* Reporting directly to the Deputy Chief Operating Officer (DCOO) the Director of ICT & Infrastructure is expected to support fully the Trusts vision and further develop their skills and experience gained from having worked in the Education Sector
* Key responsibility of the role is the day-to-day overall management of the team, supporting academies, managing contracts, analysing data and both maintaining and developing multi-dimensional relationships across the north of England
* As a senior leader, promote and model the vision and values of the Trust
* Provide timely, accurate and relevant updates and reports to Corporate Leadership Team and where required to Trustees

**JOB SUMMARY**

**Strategic**

1. Ensure that the Trusts approach to ICT and information management reflects, and continuously adapts to support the vision, values and strategy of the Trust.
2. To lead on the development, implementation and compliance of ICT and associated strategies and where necessary adopting new and innovative approaches for the maximum use/ benefit of information and systems.
3. Ensure the effective maintenance and delivery of a rolling ICT strategy which aligns with educational and development plans
4. To monitor and challenge where necessary the use/ benefit of information and systems in close liaison with the Trust Secretary.
5. Supervise the Trust ICT Managers on ICT and other Technical Strategies to underpin the successful delivery of the Trusts ICT.
6. Analyse, interpret and communicate data, and provide ICT and information-related advice, including in the form of Trust reports.
7. Attend Trust meetings, including Trustee Board/Committees, being the lead officer for ICT related matters and to liaise with Trustees when required.
8. Maintain and enhance the Trusts reputation through the appropriate use of communication, emotional intelligence and support to academies.
9. Represent Northern Education Trust (NET) with partners across the north of England and wider and to understand and influence the relationship with these partners.

**Delivery**

1. Lead on the development and delivery of the ICT team and review performance against academy feedback and targets set within specific projects as appropriate.
2. Maintain the overall integrity of the Trusts ICT environment and ICT business continuity arrangements
3. Develop relationships and partnership working with other private, public, voluntary and community sector bodies on joint information and system projects of mutual interest and benefit, for example, to negotiate successfully with external suppliers and partners
4. To be responsible and accountable for the budgets, procurement and contracts within the ICT team
5. Maximise revenue streams to the Trust through appropriate management of r Information and ICT systems.
6. To seek to reduce costs whilst maintaining or improving services through appropriate invest-to-save opportunities, working collaboratively and effective procurement.
7. To ensure information is organised in a systematic fashion to enable auditors/inspectors to perform an audit.

**Research and Planning**

1. Research and be informed about the wider (regional and national) ICT and Information related context (including social trends), and identify developments and changes which will have a positive or negative impact on cost, service delivery or performance.
2. Keep a watching brief on ICT products, systems and providers
3. Maintain links with outside bodies (e.g. SOCITM).

**Staff and Leadership**

1. Oversee and lead Trust ICT members of staff including the performance management of staff in line with Trust policies.
2. To lead, manage and motivate staff to deliver efficient and effective services in line with Trust values and objectives.
3. To communicate the vision, culture and values of the Trust so staff are engaged, motivated and professional in their conduct.
4. To support and assist in the development, review and delivery of all HR and organisational policies and strategy

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality
2. Be the assigned Information Asset Owner (IAO) in the central team for NET systems within your area if responsibility. Understand what information is held, what is added and what is removed, how information is moved, who has access and why

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures.
2. This role could involve contact with children.

**General**

1. Where necessary, deputise for the DCOO/COFO within the specialist area of ICT
2. Maximize income where possible and appropriate and play a key role in supporting new initiatives / projects that could be external to the Trust.
3. To participate in wider Trust meetings, working groups as required.
4. To ensure all personnel and financial information is correctly documented and maintained against legislative requirements and regularly reviewed policies
5. All staff of Northern Education Trust will abide by the values vision and ethos at all times

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….