



Job Description

Job Title:	Trust ICT Strategy Manager
Location:	Shared Services (Calverton)
Salary:	The Redhill Academy Trust Pay Scale, Band 14 £43,838 - £48,390
Hours of Work:	Full-time 37 hrs per wk. 52 wks per yr.
Responsible to:	Director of Operations
Post Objective:	To be responsible for the delivery of a whole Trust approach to ICT service delivery. Take overall responsibility for devising and implementing the Trust's ICT strategy and vision. To act as a focal point for the Trust on ICT support procedures and infrastructure development, and ensure effective IT provision across all Trust schools. Lead and direct SharePoint development across the Trust.

Main Duties and Responsibilities:

Under the guidance and direction of the Director of Operations and Executive Leadership Team;

ICT Strategy and Development

- Devise and establish ICT policies and systems to support teaching and learning strategies established by senior leaders. Support the enforcement of these policies.
- Strongly promote innovation in ICT, by keeping up-to-date with the most recent technologies and advising on how new technological solutions and their implementation will support the teaching and learning needs of the Trust and individual Academies.
- Where opportunities exist, seek external funding to advance innovation in ICT.
- Develop standard operating procedures allied to best practice, and ensure written protocols and guidelines are provided for staff and all end-users.
- To input into the development of individual Academy ICT development plans to support teaching and learning, ensuring consistency in approach and alignment to the Trust ICT vision.
- Take a leading role in organising and facilitating the Trust ICT Steering group.

ICT Management & Support

- Ensure each individual Academies maintains a technical life cycle strategy, including the planning of new and enhanced services and the retirement of old services. Developing systems to ensure the Trust makes best use of new technologies.
- Manage out-sourced ICT arrangements

- Provide influence over the work of the individual ICT Managers, either directly, or through the Academy Operations Managers
- Inform, report on, and raise awareness of, serious ICT support issues within the Trust to Senior Leaders.
- Support users to exploit all available services through effective engagement, communication and training.
- Take responsibility for the management of the Trust Website
- Provide a Quality Assurance Service to Operations Managers to ensure that academy systems are aligned to the Trust strategy and fit for purpose.

ICT Infrastructure and Equipment

- Lead and direct the Trust's SharePoint strategy for the effective operation and management of Office 365 and its continued roll out across the Trust.
- Be responsible for the technical aspects of future Trust academy growth. Advise the Director of Operations in order to achieve appropriate solutions that are robust and fit for purpose.
- Conduct due diligence on Academies\Schools wishing to join the Trust
- Design and submit proposals to the Director of Operations for change to the Trust's ICT infrastructure and supporting equipment; liaising with consultants on specifications as appropriate.
- Maintain an up to date database of ICT licences across the Trust to ensure the Trust is meeting its legal obligations.

Staffing and Structures

- Create strategies to develop the ICT workforce structure to meet the needs of a growing Multi Academy Trust.
- Support the Academy Operations Managers by providing matrix management of Academy ICT support staff.
- Facilitate flexibility within existing Trust ICT staff, enabling them to work collaboratively and to more widely support implementation projects

System and Information Security

- Responsible for ensuring robust system and data back-up procedures are in place in each Academy and are tested regularly.
- Responsible for the integrity and security of all Trust ICT systems, ensuring appropriate anti-virus software is deployed to minimise the risk of data and system loss and/or corruption.
- Ensure ICT systems adhere to the principles of GDPR and guidance from the Information Commissioner.

Support and Training

- Be the Trust's resource of expertise in relation to developments in the field of ICT and legislation.
- Take a lead on the organising of ICT training across the Trust, through the investigation of individual training plans created during the Performance Mgmt. Review process.
- Providing expert advice and support when systems are being upgraded or installed, or when there are conversions or file maintenance.

Finance and Procurement

- Develop proposals for delivering collaborative procurement of both Software and Hardware across the Trust, to deliver both cost and service efficiencies
- In conjunction with the Finance department, to oversee procurement of all shared ICT resources and services, establishing commercial partnerships and external services where they can add value, resilience and agility to services.
- Negotiate with suppliers of hardware and software to get the best deal, including external support, and being responsible for contracting consultants and service level agreements.
- Working with the Academy ICT Managers, identify ways of adding value to the Trust through sharing services and seeking areas of ICT synergy

SharePoint

- Develop, maintain and deploy SharePoint application to meet the needs of the Redhill Academy Trust.
- Responsible for design, creation, customisation and implementation of webparts, .NET user controls, Master Pages, Layouts, Event Handlers, features, solutions, workflows and templates to be used in a SharePoint environment.
- Work with administrators to architect and implement SharePoint databases following best practices and integrate as required.
- Engage in project assessment and scoping to ensure that all technical possibilities are explored.
- Champion usability and accessibility
- Creation of documentation to ensure effective knowledge transfer
- Develop maintenance plans and back up procedures

General

- Liaison with other departments and staff as necessary on matters regarding data and examinations.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: