TRUST STRATEGIC IT LEAD
JOB DESCRIPTION

INTRODUCTION	
Status:	Permanent (subject to probationary period)
Location:	Main head office base – Ewood Campus, Clod Lane, Haslingden BB4 6LR. Settings in Blackpool, Haslingden and Preston. It is envisaged that this full time, year-round, role will be undertaken through a blended approach of working in our academies/college, at home and at the Trust's central office in Rossendale.
Job Overview:	This is a pivotal leadership role responsible for defining and delivering the Trust's digital strategy. You will drive digital transformation to enhance educational outcomes and operational efficiency across all Trust schools. You will provide strategic guidance, manage a high-performing IT team, and ensure robust, secure, and innovative ICT systems that meet the needs of staff, learners, and the wider Trust community.
Line Management:	Reporting to – Chief Operating Officer Responsible for – School/College and Trust ICT staff
Liaising with:	CEO, the central Trust Team, School Headteachers and Senior Leadership Teams.
Working time:	37 hours per week Flexible working with core hours, and hybrid work options available
Salary /Grade:	H5 (based on market forces) £57,193 to £62,655
Disclosure Level	Enhanced

Main Duties and Responsibilities

Strategic Leadership and Planning

- Develop, maintain and deliver the Trust-wide IT Strategy and roadmap ensuring alignment with the Trust Improvement Plan
- Provide strategic and technical leadership for all ICT services, including service desk, software, infrastructure, and support functions
- Lead Information Technology and Cyber Security across the Trust and ensure robust protections are in place
- Engage with Trust SLT to manage and maintain the relationships with the Trust settings through strong stakeholder management and understanding
- Champion innovation and digital transformation projects across the Trust
- Act as principal IT adviser to executive and school leadership teams
- Oversee major IT projects and drive change management initiatives.
- Provide updates and reports on IT activity and operational aspects within the Trust and its settings
- Contribute to the development of Trust-wide policy and projects by leading and joining working parties, delivering staff training and developing policies and procedures
- Liaise with senior managers, teaching and support staff, to create an accessible online learning environment

IT Operations and Infrastructure

- Promote and develop the use of IT processes, policies and procedures to ensure efficient and consistent working practices across the Trust

- Anticipate future needs, identifying proactive solutions
- Ensure robust, scalable, and secure IT infrastructure across all Trust sites.
- Promote best practices through standardised IT processes, documentation, and policies.
- Monitor service performance, ensure high availability, and proactively resolve incidents.
- Manage IT procurement, software/hardware inventory, and budget compliance.
- Lead cyber security and data integrity efforts including DR planning, patching, filtering, and backups

Compliance, Risk and Performance
- Ensure availability of core IT services
- Ensure that the customer expectations are met, and any Service Level Agreements (SLAs) are delivered
- Provide lead project management on IT projects to ensure that they are delivered on time and on budget, meeting agreed objectives, delivering quality and results
- Ensure Trust compliance with DfE digital and technology standards, auditing and documenting the Trust's progress
- Measure the Trust's IT systems against the Cyber Essential standard, making recommendations and plans to obtain this accreditation
- Work closely with the Data Protection Officer to ensure GDPR compliance and data governance.
- Develop KPIs to measure IT service delivery and customer satisfaction.
- Maintain the Trust's risk register for IT-related matters

People and Resource Management
- Lead, develop, and appraise IT staff across the Trust.
- Coach and mentor team members to build a high-performing IT function.
- Oversee recruitment and workforce planning in line with organisational needs.
- Manage IT-related projects, budgets, and resource allocation effectively

Safeguarding
- Support safeguarding practices across the Trust through the use of effective IT systems

Other Responsibilities
- Stay current with industry trends and innovations.
- Participate in working groups and contribute to policy development.
- Promote and embody the Trust's values and vision.
- Undertake other duties consistent with the nature and scope of the role

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE
This Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

PERSON SPECIFICATION
TRUST STRATEGIC IT LEAD

* Evidence – A Application Form - I Interview - R Reference -

	Essential or Desirable	Evidence *
Qualifications & Training		
Degree in ICT related subject **OR** ability to demonstrate equivalent experience	E	A
Professional IT qualification e.g. Microsoft (MCP), CCNA, MCSE, MCSA	D	A
Evidence of and commitment to ongoing professional development	E	A
Full UK driving license and access to a vehicle with business insurance to travel between Trust sites	E	A
Experience		
Proven experience defining and delivering IT strategies in complex, multi-site environments	D	A/I
Proven project management skills with a track record of delivering IT projects on time and within budget	E	A/I
Experience managing IT operations and service delivery	E	A/I
Vendor/supplier contract management and SLA performance monitoring	E	A/I
Experience in educational or customer-focused setting	D	A/I
Experience of commissioning services from third parties and managing relationships with suppliers and contractors	E	A/I
Technical understanding of computer systems including virtualized learning environments, Active Directory, Microsoft 365, Windows Server, Windows 10/11, MDM Solutions, VoIP, Switches and Firewalls	E	A/I
Experience of managing competing priorities and working to tight timescales	E	A/I
Knowledge & Understanding **Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post**		
Understanding of commercial and contractual frameworks	E	A/I
Strong grasp of emerging technologies and their practical application	E	A/I
Demonstrated ability to apply IT innovation to improve service delivery	E	A/I
Skills, Abilities and Competencies **Applicants should be able to provide evidence that they have the necessary skills and abilities required**		
Comprehensive experience and insight into IT technology and solutions	E	A/I
Ability to translate strategic goals into operational plans	E	A/I
Resource planning and financial management experience	E	A/I
The ability to contribute to corporate strategy and policy development	E	A/I
Personal Qualities		
Innovative thinker with attention to detail	E	A/I/R
Customer-focused and committed to service excellence	E	A/I/R
Excellent interpersonal and communication skills, with the ability to engage effectively with senior stakeholders, clients, and diverse user groups, both verbally and in writing	E	A/I/R
Self-motivated with strong time and task management	E	A/I/R
Reflective and receptive to feedback	E	A/I
Demonstrates reliability, integrity and resilience	E	A/I/R
Ability to understand, demonstrate and apply the Trust Values	E	A/I
Application		
Well-written and accurate application form with relevant experience	Y	A
Supporting Statement which addresses person specification, evidence in application and supporting information	Y	A
High standards in grammar, spelling and writing	Y	A