

IT Director Job Description

Responsible for planning, directing, managing and overseeing the IT department including all activities and operations, control of the IT budget, staff and facilities.

Personal Spec

Proven experience in senior IT management

Track record of successfully driving forward IT strategy

Ability to manage multiple IT disciplines such as software development & technical support, and a broad knowledge of systems, applications and operating systems

Budget experience of over £3m

Educated to degree level in relevant field such as Computer Science

Excellent Communication Skills with ability to negotiate with and manage third parties

Duties & Responsibilities

To write, develop and implement an IT strategy in line with core business objectives and mission statement

Ensure financial targets are met by producing an annual business plan; monitoring and setting an operating budget

Direct, manage and be accountable for staff within the department including mentoring & career development

Negotiate service level agreements with internal/external customers and service providers and monitor delivery to ensure agreed targets and standards are met

Define level of IT resources required to achieve goals and priorities and schedule major projects

Direct preparation of relevant policies and oversee implementation for Information and telecommunication systems

Attend, and participate in staff meetings and related activities. On occasion chair such meetings if required

Ensure strategic overview of IT issues by keeping up to date with latest news and trends

Research and evaluate new technologies