

IT Manager Job Description

Responsible for the management and operation of the IT function on a day to day basis.

Personal Spec

Proven management experience within an IT department

Experience in planning and developing IT infrastructure

Management of budgets in excess of £250,000pa

Ability to effectively prioritise and accomplish tasks in a high pressure environment and demonstrate strong leadership skills

Duties & Responsibilities

Maximise accessibility of computer systems throughout the company

Responsible for all IT infrastructure services including desktop applications, local and/or wide area networks, IT security and telecommunications

Agree, propose and deliver IT service as defined in the Service Level Agreement via senior management and company directors

Responsible for budget of around £250,000pa

Develop and implement new systems

Manage staff within the department including appraisals, discipline, pay reviews and career development

Responsible for procurement for IT hardware, software and maintenance

Develop and maintain an emergency recovery plan

Develop and control IT security policy

Develop and maintain website

Produce comprehensive monthly written reports on the department to the IT Director