

JOB DESCRIPTION

Job title: ICT Strategy Manager
Directorate: Corporate Strategy
Grade: 8

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Head of Finance & Corporate Services
Manages: ICT and DM & Technical Support Team
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE

- Develop, deliver and manage the implementation of a comprehensive ICT strategy , policies and services across the SDNPA ensuring ICT provision enables projects to meet business and stakeholder needs
- Manage all matters of strategic direction, corporate planning and governance to ensure the SDNPA has the systems and services it needs to meet its vision and objectives.
- As Business Relationship Manager manage the interface between the ICT service providers and the business

KEY ACCOUNTABILITIES:

- Develop and manage the team providing services and support across the SDNPA
- Manage the availability, security and efficient performance of the underlying infrastructure to support all SDNPA software applications
- Manage all telecommunications and GIS services
- Manage the procurement and where applicable transition of suppliers of all ICT outsourcing & application software contracts.
- Manage all ICT outsourcing contracts ensuring each offers value for money and 3rd party suppliers are meeting their service obligations within agreed service levels
- Support managers in the development and implementation of knowledge and information management policies, procedures and systems, ensuring compliance with Government policies, industry standards and appropriate legislation in line with the SDNPA overall risk management policy
- Ensure that the integrity, confidentiality and availability of business information assets are suitably managed and maintained for the benefit of the business and its stakeholders
- Project manage ICT Projects and the ICT elements of other projects
- Develop, implement and manage a comprehensive set of ICT policies.
- Manage IT budget, IT budget forecast and ensure cost-effectiveness.
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policy and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role