Harris Manchester College
Head of IT
Further Particulars

Job Title: Head of IT

Hours: 37.5 hours per week full-time.

Grade/Salary: Grade 8. £42,149 - £50,296

Contract type: Permanent

Responsible to: The Bursar

Responsible for: Systems Administrator

Harris Manchester College

Harris Manchester College is a college of the University of Oxford. Originally founded in Manchester as a dissenting academy in 1786, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. It has a friendly, welcoming atmosphere and inclusive ethos, and strives for the highest standard of academic teaching, learning, and research while also seeking to be a fully supportive community for all its members. The College is unique in that it admits only mature students over the age of 21, which gives it a special place within the University. The College has approximately 250 undergraduate and postgraduate students combined, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences. There are around 30 Fellows who comprise the Governing Body of the College. In addition there are further teaching and research staff, and support staff in a variety of professional, administrative, and domestic roles. Like all colleges of the university it is a self-governing institution. For further information please visit the college website at http://www.hmc.ox.ac.uk
Overview of the Post

Supported by a very experienced and highly competent Systems Administrator, The Head of IT will lead, manage and develop the College’s IT function to provide a responsive and secure IT service to all College users.

Reporting to the Bursar and working closely with the College Officers and heads of department, the Head of IT will lead on the effective use of IT and technology to help streamline College processes and improve the efficiency in support of the College’s strategic objectives.

The post holder will ensure that the College’s IT systems meet the highest information security standards and will work collaboratively with colleagues across the collegiate university to ensure that cyber security issues are appropriately addressed.

It is an exciting time to be joining the college as we are in the process of finalising our new 5 year strategic plan and the effective use of IT will be key in achieving many of our organisational aims.

Key Responsibilities

- **Lead and manage the IT Department**
  Working collaboratively with the Systems Administrator to ensure that the IT Department is responsive, efficient and provides value for money in its support of College IT users and in ensuring that the appropriate technical infrastructure is in place to ensure that the Colleges systems and website run without interruption.

- **Lead on the IT strategy in support of the overall College objectives**
  Work with key stakeholders to analyse current operations, design solutions and develop proposals to enhance the operations of the College in support of the College’s strategic objectives. A particular focus will be on the better use of systems and technology to improve the efficiency of processes across the College.

- **Manage IT risk and information security**
  Monitor developments in the external environment to anticipate, manage and identify appropriate mitigation of IT risks. Monitor and maintain the College firewall and other information security measures in place to ensure protection is maintained effectively and in compliance with the highest standards, along with the expectations of the University and the College’s insurers.

- **Staff management**
  Line management of the Systems Administrator including organising and planning workloads and out of hours cover where necessary in accordance with the needs of the College. Responsible for the professional development of the Systems Administrator.

  Liaison with and supervision of contractors when they are working in College.
- **Set and maintain IT standards, policies and procedures for the College**
  Develop, maintain and monitor IT standards and policies for the College as a whole, working with departments to ensure effective implementation. This includes working with colleagues to develop appropriate policies for storage, archiving and security of electronic documents and files.

- **Financial management**
  Working with the Bursar and College Accountant on annual budget-setting for IT and capital; authorising the expenditure and exercising of budgetary and financial control within the limits of the IT budget.

- **IT interface with the University**
  Develop and maintain good relationships with the University IT department and with the IT senior management across the Oxford Colleges, in order to share best practice and deliver high performance systems for College users.

**Other Duties**
The post-holder may be required to undertake other duties at the direction of the Bursar.

**Person Specification**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications:</strong></td>
<td></td>
</tr>
<tr>
<td>Educated to degree level in information technology, information systems, computer science or a related field</td>
<td>Evidence of Continuing Professional Development through additional relevant qualifications/training</td>
</tr>
</tbody>
</table>

| **Experience and knowledge:**                  |                                                                  |
| Experience of leading an IT department combining both higher level strategic work, alongside more day to day hands on IT tasks | Experience of work in a Higher Education setting. |
| Up to date knowledge of IT systems and infrastructure | Knowledge of configuring and managing medium-sized HP switching networks (Both layer 2 and 3) |
| Experience of developing and implementing IT strategies in organisations where users have a range of IT requirements | Knowledge of Aruba and Palo Alto (or equivalent) switching/wireless/security |
| Track record of successfully planning and implementing IT projects to time, cost and quality | Experience with managing VMware infrastructure and deploying VMs |
| Up to date knowledge of information/cyber security standards alongside experience of implementing improvement to the information security of an organisation | |

| **Skills:**                                    |                                                                  |
| Excellent communication skills (both written and verbal) and the ability to converse with people of varying levels of seniority and expertise | |

3
Adaptability and flexibility to manage a variable workload, to prioritise and undertake tasks in a logical and methodical manner, and to work where necessary under pressure

Strong supplier management skills

The ability to work collaboratively and supportively within a small IT department

**Appointment Procedure**

To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees, which may be taken up after interview.

The above should be submitted by email to the Bursar, Peter Hyde – peter.hyde@hmc.ox.ac.uk by the application deadline of **Monday 5 September at midday**.

**Benefits and conditions**

1. Salary in the range of £42,149 - £50,296 per annum (Grade 8)
2. Working hours are 37.5 hours per week, with standard hours being worked Monday to Friday. The post-holder will need to have a flexible approach to working hours during busy periods and occasional weekend working may be required for which time off in lieu will be granted.
3. Free meals when on duty, and when the kitchen is open.
4. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust).
5. Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term.

**Important information for candidates**

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College’s data protection policy here [harris-manchester-college-policy-data-protectionpdf](ox.ac.uk).

**Equal Opportunity**

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

**Right to work in the UK**

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK.