

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Head of IT

REPORTS TO: Information Commissioner

SALARY: Level G

HOURS: 37 per week

PURPOSE OF POST

To lead the Information Commissioner's Office's (ICO) IT Department. To develop strategies and action plans to continually improve the ICO's IT effectiveness and performance. To manage the outsourced IT services contracts.

KEY RESPONSIBILITIES

- To provide effective leadership to the teams in these areas. To ensure that they are clear about expected standards of performance, motivated and developed to provide effective and efficient services.
- To develop and implement effective and appropriate strategies to deliver specific objectives outlined in the ICO corporate plan.
- To continually review progress against the ICO corporate plan and the Division's business plan and targets and ensure that staff and budget resources are appropriately allocated and deployed.
- To identify opportunities for continuous improvement in all areas of responsibility. To instigate and implement changes and, where appropriate recommend more strategic changes to the Information Commissioner.

- To ensure that appropriate and effective mechanisms are in place to produce and monitor key performance indicators to ensure service delivery is in line with agreed standards.
- To ensure that effective and appropriate policies and procedures are in place to drive performance, which meet legal requirements, best practice and organisational objectives.
- To participate on behalf of the Commissioner/ICO as required at meetings and events where senior representation is required.
- To manage procurement and contracts effectively and ensure that the ICO achieves best value for money.

PERSON SPECIFICATION

| | Criteria | How Assessed |
|---------------------------------------|---|---|
| Education and Qualifications | Degree or relevant technical qualification or equivalent experience | Application form/certificates |
| Work Experience | <p>Significant senior management experience (around 5 years)</p> <p>Experience of managing an IT role and developing IT strategies</p> <p>Experience of leading and managing people</p> <p>Experience of leading significant change projects from concept to sign off.</p> <p>Ability to write business cases</p> <p>Experience of IT procurement, public sector procurement rules and contract management.</p> | <p>Application form / Interview</p> <p>Application form/ Interview</p> <p>Application form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |
| Knowledge, skills and ability. | <p>Sound working knowledge of GSI (Government Secure Intranet) and information security issues.</p> <p>Knowledge of the regulatory</p> | <p>Application</p> <p>Interview</p> |

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| | <p>environment and the public sector generally. Including the core components of effective operational service delivery in both public and private sector.</p> <p>Excellent written and verbal communication and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p> | <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview / Presentation</p> |
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