JOB DESCRIPTION

Job Title: Interim Senior ICT Project Manager

Department: IT

Main Purpose of the Job: To manage a programme of work to catch up on the backlog of IT work, reduce the risk being carried by the College, to review and reorganise IT team duties and output to meet the needs of the College, and to train and mentor the ICT Manager.

Relationships:
1. Responsible to the Bursar
2. Responsible for:
   a) The ICT Manager and the 2 members of the IT team.
   b) Liaison with College, University and Conference of Colleges IT governance structures.
   c) Individual members of College and Common Room.
   d) University IT support staff.
   e) External contractors and suppliers.

Main tasks:
- Review the recommendations of the IT review and formulate a programme of projects that will ensure the completion of all work required to bring the IT services up to a good standard, which meets the needs of the College, and which reduces the risk being carried by the College.
- Manage members of the IT team day-to-day to ensure that project tasks are completed on time and to a satisfactory standard.
- Meet regularly with the Bursar to update on progress, providing suitable reporting material with which the Bursar can use to brief the rest of the College.
- Prioritise tasks to ensure that the most urgent tasks are completed as soon as possible, in order to reduce risk.
- Identify any gaps that exist between the service needs of the College and the IT team resource and develop an improvement strategy.
- Oversee a programme of training and development for the ICT team, and for the ICT Manager in particular, so that he is able to take effective control of the ICT team and its output at the end of the project.
- Put in place mechanisms for peer reviews and audits, to ensure that an independent verification of the programmes’ progress and the effectiveness of the IT provisions is provided at regular intervals both during and after the project to provide independent reassurance to the College as to the effectiveness of IT services and risks being carried.
- Ensure, taking into account the GDPR, that all necessary measures are in place within the remit of IT provision, to provide a satisfactory level of information security to the College.
- With the agreement of the College Bursar, improve the level of compliance with the University information security baseline assessment.
- Review the ICT team structure and job descriptions, and amend and reorganise where necessary to meet the needs of the College.
- Ensure that a robust system of information backup is in place for all data types in the College, in agreement with information owners.
- Ensure all College owned workstations are managed as efficiently as possible and ensure effective and efficient file sharing across all departments.
- Liaising with the Bursar, reorganise and reinvigorate the ICT Committee, ensuring that all key users of IT in the College are represented and mechanisms take place to ensure the correct feedback is reported to the Committee, and action taken.
- Implement a high level of customer-service-orientated delivery culture.
- Oversee the financial budget for IT at the College, ensuring that sufficient resources are made available to deliver the programme of work.
- Support the HR Manager in delivery of an online human-resource system.
- Continue to work with the College Accountant in updating and improving Mercury 4 processes and systems.
- Review the College’s IT governance and policies and improve where required.
- Ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College’s Data Protection Policy, and to ensure that such information is not disclosed to any unauthorized person.

PERSON SPECIFICATION

Qualifications

Essential

- Educated to a degree level in a computer-based subject or equivalent through professional experience and qualifications

Desirable

- Master’s Degree
- A project management methodology
- An IT Service Management framework

Knowledge, skills and experience

Essential

- Extensive experience of departmental line management or team leadership in an ICT workplace.
- A high level of understanding of information security and experience of helping end users comply with best practice in the area.
- Extensive experience in the ICT sector with a proven track record of successfully managing ICT projects throughout their entire life cycle.
- Excellent understanding and knowledge of Active Directory, DNS and Group Policy administration.
• A working knowledge of Virtualisation technologies such as VMware vSphere.
• A working knowledge of all Microsoft and some Linux operating systems (Server and Desktop).
• Experience of managing change in improvements within IT teams.
• Experience of evaluation of new technologies.
• A demonstrable knowledge of deploying and managing client operating systems and business applications across managed desktops.
• A working knowledge of modern network infrastructure devices including managed switches and firewall configuration.
• Strong customer focus with proven ability to deal with a wide range of people with varying levels of ICT skills.
• Well-developed team skills to foster collective ownership and purpose.
• A high standard of report writing, communication and presentation skills.
• Demonstrable experience of prioritising work effectively while working under pressure.
• Demonstrable experience of leading and working as part of a team.
• Demonstrable aptitude and experience of problem solving within an ICT environment.
• A working knowledge of managing budgets and working with suppliers.
• Strong analytical skills.

Desirable
• A demonstrable and deep working knowledge of Windows Active Directory, SQL server, File and Print knowledge, DHCP & DNS.
• Extensive experience in the design, architecture and implementation of VMware infrastructure.
• A working knowledge of administration and control of the Apple MAC (OSX) operating system.
• Experience of managing risk through appropriate methodologies.
• A working knowledge of Accurate Solutions software.
• A working knowledge of Kinetics (Kx) Solutions software.
• A working knowledge of the SALTO door access system.
• Experience of the working within a University or College environment.
• Audio-visual experience - data projectors and PA.
TERMS AND CONDITIONS:

<table>
<thead>
<tr>
<th>Appointment</th>
<th>The post is available immediately. It is full time and for a fixed-term of 18 months, with a 3 months’ probation.</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>Working hours are normally 9am – 5pm Monday–Thursday and 9am – 4pm on Friday. There is an unpaid 30 minutes’ lunch break. Some flexibility may be possible.</td>
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<td>Training:</td>
<td>The post holder is expected to attend relevant training, which is normally during working hours.</td>
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<td>Annual Leave Entitlement:</td>
<td>39 days pa including Bank Holidays for full time positions.</td>
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<tr>
<td>Salary and Benefits:</td>
<td>Salary is in the region of £50,000, or higher for an exceptional candidate. Additional benefits include pension scheme, free lunch within allowance, free parking.</td>
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<td>Notice period:</td>
<td>1 week during probation, 3 months thereafter</td>
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<tr>
<td>Other conditions</td>
<td>The post is subject to providing satisfactory evidence of the right to work in the UK, satisfactory references, completion of the medical questionnaire and signing a contract of employment.</td>
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Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Regulations currently in force and the College Data Protection Policy (available on the website at https://www.wolfson.ox.ac.uk/policies/data-protection-policy)

APPLICATION:

Applications should be sent by email to anna.zubek@wolfson.ox.ac.uk and should include:

- an application form completed in full (overleaf)
- a covering letter, addressed to the Bursar, which explains why you apply for this post, how you meet the person specification and why you are leaving your current employment.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

The closing date is 2 November 2018.
**APPLICATION FOR EMPLOYMENT**

**PRIVATE AND CONFIDENTIAL**

PLEASE COMPLETE ALL PARTS and return together with other required documents to HR Manager at anna.zubek@wolfson.ox.ac.uk

<table>
<thead>
<tr>
<th>POSITION APPLIED FOR: Interim Senior ICT Project Manager</th>
<th>Ref. IT181102</th>
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<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename(s)</th>
<th>Title</th>
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<table>
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<tr>
<th>Address:</th>
<th>e-mail:</th>
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<table>
<thead>
<tr>
<th>Postcode</th>
<th>Telephone number:</th>
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<tr>
<th>NI No.</th>
<th>Are there any restrictions on you taking up employment in the UK? Please delete below as appropriate</th>
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<tr>
<th>Are you a citizen of the UK or the European Union?</th>
<th>Yes/No</th>
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<tr>
<th>If ‘No’ do you have a visa to work in the UK?</th>
<th>Yes/No</th>
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**1 - EDUCATION HISTORY (Please use a separate sheet if necessary)**

<table>
<thead>
<tr>
<th>Schools/Colleges/Universities</th>
<th>Dates (from-to)</th>
<th>Qualifications gained</th>
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</table>

**OTHER TRAINING**
2 - EMPLOYMENT HISTORY (Please use a separate sheet if necessary)

Are you currently employed?  Yes/No (Please delete as appropriate)

Notice required in current employment:

<table>
<thead>
<tr>
<th>Name and address of employer</th>
<th>Dates of employment</th>
<th>Job title and duties</th>
<th>Reason for leaving</th>
</tr>
</thead>
</table>

OTHER EMPLOYMENT
(please note any other employment you would like to continue with if you were to be successful in obtaining this position)
3 - REFERENCES

Please note here the names and contact details of your referees. Applicants must provide details of two referees. One must be your current or most recent employer and the other should be a previous employer. Where possible the two referees should be from separate sources and not the same organisation or employer.

<table>
<thead>
<tr>
<th>Name of referee</th>
<th>Referee 1</th>
<th>Referee 2</th>
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</thead>
<tbody>
<tr>
<td>Referee's relation to the applicant</td>
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<tr>
<td>Institution name and address</td>
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<td>Email address</td>
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<td>Telephone number</td>
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<tr>
<td>Are you happy this referee to be contacted prior to the interview?</td>
<td>Yes/No (Please delete as appropriate)</td>
<td>Yes/No (Please delete as appropriate)</td>
</tr>
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4 - CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

5 - DECLARATION (Please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that Wolfson College reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection regulations currently in force.

3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the College any offer of employment may be withdrawn or my employment terminated.

SIGNATURE DATE
Please tell us where you have heard about this job:

☐ Wolfson College website
☐ Conference of Colleges’ website
☐ jobs.ac.uk
☐ Indeed.co.uk
☐ gov.uk/jobsearch
☐ University Careers website
☐ Gazette
☐ Totaljobs.com
☐ LinkedIn
☐ Local press (please specify): ...........................................
☐ Other: ..................................................