**JOB DESCRIPTION**

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| **Job Title:** IT & Applications Manager |  **Reports to:** Vice Principal (Operations)  |
| **Location:** London or Wigan Based with some travel between sites |  **Direct Reports:** All Programme Leaders  |
| **Department:** Operations **Hours of work:** 20 hours per week |
| **Key Responsibilities Salary:** £15k (£30k fte)  |
| * The IT & Applications Manager is responsible for the management of all ALRA Applications Services (365, ALRA VLE, Admissions, Portal etc.)
	+ Responsibility includes ownership of Master Data and IT Data Governance.
* The IT & Applications Manager is responsible for overseeing the analysis, design, development, integration and deployment of all new and existing Applications.
* **Strategy & Planning**
	+ **Master Data:** Primary architect for Data, including analysis and design of data sourcing, management and processing.
	+ **Application Integrations and Feeds:**  Responsible for all application integration solutions, design changes and maintenance of auditions, admissions and portal applications.
	+ **VLE:** Working with all levels of the school both verbally and in writing to determine and document requirements and application development.
	+ **Application and hardware Lifecycle Management:** Oversight and coordination of the software development life cycles, including development of best practices for developing business systems and applications. Oversight and coordination of hardware life cycles.
* **Acquisition & Deployment**
	+ **Road Map and Development:**  Ownership of strategy and road map for systems developments and upgrades including Data integrations, Website implementation and resource planning solutions.
	+ **Data Privacy Impact Assessment:** Conduct DPIA on all existing and proposed applications to assess data privacy risk assessments as Data Protection Officer (DPO).
* **Operational Management**
	+ **Line Management:**  None at present.
	+ **Applications Support:** Provide expertise and support to all staff to determine how to best implement and support applications and solutions.
* **General Responsibilities**
	+ **IT Data Steward:**  Ownership of the Data Steward role for the IT Data domain within the context of Data Governance, taking lead for progression of all Data Governance actions and initiatives**.**
	+ **1st Line response for hardware issues:** Provide initial response and assessment of hardware issues and either provide onsite solution where applicable or recommend practical solution through outsourcing.
	+ **Continuous Improvement:** Continually strive to improve the efficiency and usability of ALRA systems with a clear understanding of business needs.
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| **Other** |
| * The above responsibilities are subject to the general duties and responsibilities contained in the Tern of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
* Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.
* This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of ALRA.
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**Person Specification**

**Job Title:** IT & Applications Manager

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|  | **Essential** | **Desirable** |
| **Qualifications** | University degree or equivalent experience in the field of computer science or software engineering and\or equivalent experience in business systems management and support. | ITIL Service Management Foundation Level |
| **Knowledge/****Experience** | * Proven experience in applications integration and data virtualisation techniques including abstraction, transformation, data manipulation and processing and associated technologies.
* Proven experience in IT service management and application delivery.Proven experience in database design, queries and stored procedures.
* Proven experience in business analysis and systems analysis and documenting business processes.
* Knowledge of industry best practices for e-mail privacy and regulatory compliance, routing, filtering, monitoring, tiered storage, backup, and disaster recovery.
* Expert with 365 office applications and experience with data integration and VLE construction.
* Basic Financial Understanding.
 | Experience of working in educationGood Knowledge of IT Governance FrameworksPractical experience of implementation of complex IT systems* Experience of delivering projects involving change management in an organisation
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| **Skills/Abilities** | * Proven analytical and problem-solving abilities.
* Ability to effectively prioritise and execute tasks in a high-pressure environment.
* Strong interpersonal and oral communication skills.
* Skilled at working within a team-oriented, collaborative environment.
* Ability to present ideas and solutions in business-friendly and user-friendly language, both written and verbally.
* Highly self-motivated and self-directed.
* Keen attention to detail.
* Ability to build strong working relationships.
* Strong influencing and negotiating skills.
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| **Special** **Requirements** | Travel between sites at London & Wigan | UK Driving License is desirable |