Job Description

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| **JOB TITLE:** | **Director of IT** |
| **GRADE:** |  |
| **POST NUMBER:** | **A500500005** |
| **DIRECTORATE:** | **Resources** |
| **SERVICE:** | **IT** |
| **RESPONSIBLE TO** : | **Corporate Director of Resources** |
| **RESPONSIBLE FOR:** | * Head of Enterprise Architecture * Head of IT Transformation Delivery * Head of Information Security * Head of IT Service Delivery * Head of IT Service Management * Head of Business Applications |
|  | **This post does not require a DBS check**  **This post is not politically restricted.** |
| **JOB SUMMARY:** | The IT Director will be part of the Council’s Leadership Team, supporting the development of ambitions and vision for change and improvement across the Council and the Resources Directorate. The role involves providing strategic direction, corporate leadership, and advice on all matters related to IT services. The IT Director will ensure statutory requirements are met and that accelerated and sustained improvements in performance against Council targets are achieved. |
| **ROLE REQUIREMENTS:** |  |
|  | Ensure IT solutions are provided to enable the ongoing delivery of the Council’s frontline and support services while enabling business change and service transformation. |
|  | Deliver IT services that enable the workforce to work efficiently and flexibly in line with Council objectives and service improvements. |
|  | Provide IT solutions that enable new ways of working internally and externally with partners, ensuring reliable access to systems and data across organizational boundaries. |
|  | Ensure effective procurement processes are undertaken, and robust contract management arrangements are in place to monitor delivery against specifications and performance targets. |
|  | Ensure effective client arrangements are in place with the Council’s IT strategic partner, contractors, and partners to secure the delivery of high-quality services. |
|  | Ensure the Council’s IT network, systems, and data are always protected and secure, with robust information management and records management procedures implemented, monitored, and continuously improved. |
|  | Be a member of the Directorate Management Team, contributing to the development and implementation of policies and strategies to optimize service delivery by the Council to its internal and external customers. |
|  | Engage with stakeholders to seek and explore innovative opportunities for collaborative working within and across functions, services, and/or with partners. |
|  | Inspire the IT service to proactively develop innovative solutions to improve outcomes and service, reduce waste, and drive unnecessary cost from the IT and public sector budgets. |
|  | Represent the council in constructively challenging compliance requirements when needed and appropriate, advising and leading on solutions found. |
|  | Provide leadership and oversight to ensure IT projects are delivered within agreed timeframes, cost, and quality tolerances and are managed according to corporate program management standards. |
| **CORPORATE RESPONSIBILITIES:** |  |
|  | As a member of the council’s corporate management team, contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners, and stakeholders to deliver the council’s objectives and priorities. |
|  | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
|  | To discharge the functions and powers delegated to the post under the Scheme of Delegation set out in the council’s constitution. |
|  | Actively contribute to the council’s priorities and outcomes in a way that promotes a ‘one organisation’ approach. |
|  | Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff. |
|  | Adherence to the council’s commitment to the health, safety and welfare at work policy. |
|  | Deliver high-quality, value-for-money services, driving forward a culture of continuous and ambitious business improvement. |
|  | Deputising for the Corporate Director when required. |
| **PEOPLE** |  |
|  | Develop a high-performing IT team, providing coaching, mentoring, and professional development opportunities. |
|  | To support the Council’s Councillors and Cabinet (portfolio) members by providing, professional, objective, and balanced advice and guidance, ensuring the effective implementation of policy decisions, taking delegated decisions within the council’s financial regulations, and enabling the effective scrutiny of services and decisions. |
|  | Promote equality among all employees and ensure that services are delivered in an inclusive way. where everybody is heard and included. |
|  | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. |
| **FINANCE** |  |
|  | Manage a multi-million-pound IT budget, ensuring value for money and effective resource allocation. |
| **SERVICE AND PERFORMANCE** |  |
|  | Ensure timely and up to date service plans aligned to the delivery of the corporate plan |
|  | Deliver service performance consistent with agreed KPI targets |

**OTHER CONDITIONS:**

To undertake any professional qualifications as determined necessary by emerging Government legislation.

To work with Corporate Directors and Heads of Service to ensure all employees in the division are engaged, developed and have clear personal development plans.

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council’s ‘My Annual Review’ scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council’s policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council’s equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

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| **Person Specification for the Post of Executive Director of Strategic Change and Innovation** | **Person Specification for the Post of Executive Director of Strategic Change and Innovation** | **Essential (E)**  **or**  **Desirable (D) (if applicable)** | **Method of Assessment**  **A= Application Form**  **T= Test**  **I= Interview** |
| **Knowledge and experience** | * Proven experience in a senior IT leadership role, ideally within a public sector or local government environment. * Demonstrated success in delivering large-scale IT change and digital transformation projects. * Experience managing budgets and complex supplier relationships. * Experience in managing sourcing and suppliers in a political environment. * Experience of horizon scanning for new and different technologies and practices around models of delivery. * Strong knowledge of IT governance, service management (e.g., ITIL), data protection, and cyber security frameworks. * Excellent interpersonal, communication, and negotiation skills. * Comprehensive knowledge of IT service management for local government, including decision-making processes and procedures. | E  E  E  D  E  E  E  D | A/I  A/I  A/I  A/I  A/I  I  A/I  A/I |
| **Personal characteristics and attributes** | * Build and maintain positive relationships with elected members. * Persuade, influence, and lobby as an ambassador for Tower Hamlets. * Problem-solve with strong strategic intellect and focus on outcomes. * Embrace corporate working, change, and role model Tower Values. * Show resilience through public sector reform ambiguity, taking control and personal responsibility as a senior corporate leader. * Work collaboratively with others. * Demonstrate strong focus on customer and resident outcomes. * Communicate and inform as a corporate player. * Focus on service improvement, maximising efficiency, and new commercial delivery models. | E  E  E  E  D  E  E  E  E | I  A/I  A/I  I  A/I  I  I  I  A/I |
| **Additional Requirements** | * Willingness to work outside of contractual hours in the evenings and weekends where necessary to fulfil the duties of the role. | E | A/I |

# Health and Safety responsibilities for:

Health and safety responsibilities include:

* Overseeing the translation of the council’s health and safety policies, objectives and arrangements into operational practice within directorate service areas.
* implementing corporate and directorate safety policies and supporting procedures within their service areas
* holding colleagues, agency workers, interims and other 3rd parties accountable
* ensuring risk assessments are carried out, reviewed and shared with all appropriate colleagues, agency workers, interims and other 3rd parties
* ensuring colleagues, agency workers, interims and other 3rd parties receive adequate information, instruction, training and supervision
* cooperate with trade union/safety representatives