

## JOB DESCRIPTION

<b>Post Title:</b> Joint Head of IT	
<b>Department:</b> Corporate Core	<b>Post No:</b>
<b>Division/Section:</b> IT	<b>Post Grade:</b> Grade CO Band A
<b>Location:</b> Any location within the Borough of Bury	<b>Post Hours:</b> 37 (flexi scheme in operation)
<p><b>Special Conditions of Service:</b></p> <p>The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can include attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate.</p>	
<p><b>Purpose and Objectives of Post:</b></p> <p>To provide leadership across Council and CCG IT functions. Whilst this is a joint leadership role it will be overseeing two distinct services</p> <p>Overseeing the delivery of Council in-house improvement work, specifically to mitigate existing risks in IT architecture, through direction of head of IT and associated team, and operating as strategic client for the CCG with delivery through a commissioned partner.</p> <p>To establish, develop and lead an IT strategy to drive improvement.</p> <p>To provide corporate leadership on information data security. The post holder will drive and ensure a consistent approach to the opportunities digital technology presents and ensuring the organisation (and wider Borough) has fit-for-purpose digital and IT infrastructure and services.</p>	
<b>Accountable to:</b> Deputy Chief Executive (Corporate Core)	
<b>Immediately Responsible to:</b> Chief Information Officer	
<b>Immediately Responsible for:</b> IT Manager (Council); CCG Commissioned Delivery	

**Relationships: (Internal and External)**

**Internal** – Leader of the Council, Elected Members, Chief Executive, Joint Executive Team, Senior Managers, Departmental and wider corporate colleagues, Employee Groups (eg BAME), CCG Governing Body, Integrated Neighbourhood Teams

**External** – Members of the public, Employees of other Local Authorities, Partner Organisations, GPs, wider health partners including Acute Trust, GMCA and GM Health and Social Care Partnership, regional and national industry groups

**Control of Resources:**

Proactive management of workforce within direct control and matrix management to ensure efficient deployment of capacity and capability to meet required objectives.

Effective use of ICT/ digital equipment and systems including hardware and software.

Responsible for effective management of budgets, including capital funds in relation to the Council's IT improvement.

Other resources delegated to the post holder to support and deliver specific projects

**Duties/Responsibilities:**

- Establish and lead an effective joint IT function with the CCG to provide internal IT infrastructure which is safe, efficient, reliable and enabling agile ways of working.
- To provide leadership over two distinct teams – direct provision within the Council and as strategic client for the CCG with delivery through a commissioned partner.
- To provide leadership and direction on the stabilisation of the Council IT estate, essential business as usual functions (eg helpdesk) and develop proposals for future improvements.
- To ensure clear, resourced (cost/staff time) planning in place to identify and address system hardware and software including clear understanding of the baseline
- To develop and implement an IT Strategy and delivery roadmap which details technical provision, delivery models and articulates future resource requirements as a basis to a wider digital strategy, information security and compliance with GDPR.
- Ensure robust business continuity plans in place in relation to IT provision, both within direct Council provision and in relation to commissioned CCG services, to enable staff to do their work and for local residents to access information and services.
- Ensure the efficient self-serve functionality is in place with back up professional support to deal with helpdesk and servicedesk issues.
- Create, develop and disseminate data and reporting tools to aid the monitoring of IT performance and information governance compliance at an organisational level, providing the framework for this at a departmental/service level and reporting up to partnership boards.
- To ensure cyber security provision is to a high standard and proactively maintained.
- Responsibility for the successful and timely production and submission of all statutory and governmental IT related returns; similarly data returns required as part of regional devolution activity to ensure Bury fulfils obligations in GM submissions.

- Build and maintain strong working relationships including with :
  - Elected Members to promote digital solutions to provision and support agile working (including paperless meetings)
  - Health partners to ensure commissioned delivery is effective, enabling staff to carry out their work efficient and promotes digital developments to support the public sector reform agenda.
  - Local partner leads to ensure synergy in digital development and implementation aligned to the GM Unified Public Services Plan and wider devolution agenda.
  - Senior officers to convert the digital strategy into action and ensure quality assurance of reporting against these.
  - suppliers to ensure value for money and good working relationships.
- Line management of IT staff, with matrix management of wider workforce in the development of systems and processes and information management.
- Prepare and present reports to Corporate Core Management Team and portfolio meetings; produce papers for Cabinet and Council Committees, such as Overview and Scrutiny; and produce reports and briefings for Partnership Boards on IT developments
- Represent Bury on regional/national best practice groups
- Effectively programme manage and co-ordinate projects and work across the Department.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Post holder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

**DEPARTMENT OF CORPORATE CORE SERVICES**

**JOINT HEAD OF IT**

<b>SHORT LISTING &amp; INTERVIEWING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educated to degree level or with a relevant professional qualification, with evidence of continued professional development	✓	
Extensive knowledge of ICT systems and infrastructure	✓	
Proven analytical and problem solving capabilities	✓	
Proven experience of leading teams with relevant specialisms in a large and complex organisation and across organisations	✓	
Knowledge/experience in the specification, analysis, design, development and implementation of IT systems	✓	
Evidence of working effectively and collaboratively with a diverse range of professionals and partners, across organisational boundaries, with a proven track record of in delivering change and improvement and providing complex advice	✓	
Understanding of the national and local political context	✓	
Evidence of leading innovative transformational change that delivers improved outcomes	✓	
Demonstrable understanding of Bury and its challenges	✓	

## CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed above plus the following:

ASSESSMENT METHOD	CRITERIA
Interview / Assessment	
Interview / Assessment	