

Name:

Department (and Section where appropriate): Information Systems

Grade: G5

Job Title: Information Systems Manager

Immediate Line Manager (Job Title): Finance Director

Job Purpose

The Information Systems Manager's role is to develop the company's information systems and technology strategy and to lead both its implementation and the streamlined operation of the IS Department. In addition, the Information Systems Manager directs the planning and implementation of company systems in support of business operations to improve business development, service quality and cost-effectiveness. This person is responsible for all aspects of the organisation's information technology and systems.

Main Duties (including % of time spent)

Strategy & Planning

- Lead IS strategic and operational planning to achieve business goals by fostering innovation, prioritising IS initiatives, and coordinating the evaluation, deployment, and management of current and future IS systems across the organisation.
- Identify opportunities for the appropriate and cost-effective investment of financial resources in IS systems and resources, including staffing, sourcing, purchasing, and in-house development.

Acquisition & Deployment

- Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations.
- Approve, prioritise, and control projects and the project roadmap related to the selection, acquisition, development, and installation of major information systems.

Operational Management

- Ensure continuous delivery of IS services through oversight of service level agreements with users and monitoring IS systems performance.
- Manage IS staffing, including recruitment, supervision, scheduling, development and evaluation
- Ensure IS system operation complies with all relevant regulations.

Knowledge, Skills & Experience

- University degree in computer science or business administration.
- Five years experience managing or directing an IS operation.
- Experience in strategic planning and execution.
- Previous experience of working to ISO 27001 accreditation or Cyber Essentials Plus
- Substantial exposure to business information systems, hardware platforms, software applications, and outsourced systems, including Microsoft Azure, Dynamics and Office
- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Proven experience in IS planning, organisation, and development.
- Excellent understanding of project management principles.
- Demonstrated ability to apply IS solutions to solving business problems.
- In-depth knowledge of applicable laws and regulations as they relate to IS.

KEY TASKS & RESPONSIBILITIES**1. Communications**

- A collaborative business partner approach with the ability to present ideas in business-friendly and user-friendly language
- Direct the development and execution of disaster recovery and business continuity plans.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Strong negotiating skills.
- Exceptionally self-motivated and directed.
- Exceptional service orientation.
- Ability to motivate in a team-oriented, collaborative environment.

2. Analytical Skills & Creativity

- Superior analytical, evaluative, and problem-solving abilities.
- Assess and communicate risks associated with IS assets and processes.
- Ability to take account of multiple information streams and opinions to arrive at considered approach
- Need to balance activities requiring deep and sustained concentration with day to day activities.
- Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.

3. Management of Activities

- Responsible for strategic and operational activities within the department
- Responsible for ensuring delivery against agreed financial, technical and managerial targets
- Development of and supervision of policies and procedures for use within the department.

4. Management of People

Finance Director – **Job Holder** – Direct Reports

Management of a team of 6 staff

Manage IS staffing, including recruitment, supervision, scheduling, development, and evaluation

5. Management of Finance & Resources

- Budget holder for the department (£900K excluding staff costs)
- Develop, track, and control the information systems annual operating and capital budgets.
- Develop business justifications and cost/benefit analyses for IS spending and initiatives.
- Review hardware and software acquisition and maintenance agreements to ensure cost-effectiveness and negotiate and administer vendor contracts and service agreements.
- Benchmark, analyse, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Manage financial aspects of the IT Department, including purchasing, budgeting, and cost control.
- Develop and implement all IT policies and procedures, including architecture, security, disaster recovery, standards, purchasing, and service provision.

6. Autonomy & Accountability

- Working primarily unsupervised with general autonomy for decisions within the departmental scope
- Responsible for implementation and management of corporate activities and legal requirements

7. Working Environment

- Based at the Chipping Campden site with responsibilities for 2 other sites in the UK.
- Periodic on-call availability, remote working available.

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator
 Safety Co-ordinator
 First Aider
 First Aid Leader
 Mental Health First Aider
 Fire Officer
 Fire Leader
 Software Co-ordinator
 Trained internal Auditor
 Equipment Officer
 Departmental Archivist
 Hygiene Manager
 Process Hall Manager
 Event Director
 Risk Assessor
 Biological Safety Officer
 Safety Representative
 Safety Committee Member
 Sample Receipt Steward
 Authorised Driver (in line with Car Policy)

DSE User**Manual Handler****Signed & Dated**

Job Holder Date

Line Manager Date