

JOB DESCRIPTION

Post Title:	Depute Chief Information Officer
Post Reference:	
Department:	Digital Services
Responsible to:	Chief Information Officer

Overall Purpose of the Role :
(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)

In support of the Chief Information Officer (CIO), the Depute Chief Information Officer will provide strategic leadership and operational management of key areas of the Digital Services department including, continuous improvement, digital project management and the development of the department's portfolio of digital products. In addition, the Depute CIO will lead on the operational planning of activities across Digital Services, ensuring that the operational activities of the department remain aligned with the strategic objectives identified in the College's Digital and Digital Learning strategies.

The Depute CIO will support the CIO in providing thought leadership which promotes the use of technology across the organisation. Through active engagement with directors and senior managers across the College, the postholder will play a key role in supporting the development of a culture of continuous improvement.

As a senior postholder, the Depute CIO will represent the department and/or College externally, engaging with stakeholders, partners, sector bodies and local and national governments as required in order to inform debate and/or further the interests of the College.

Key Responsibilities
(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

1. Provide strategic leadership and operational oversight of key areas of the Digital Services department
2. Plan and oversee cross-College initiatives and projects which contain significant digital or technical components
3. Assist the CIO in developing the College's Digital Strategy and lead the development of the department's strategic plan which supports its implementation
4. Assist the CIO in providing governance and oversight across the College's entire digital function, leading the development and application of suitable policies and procedures within your areas of operational oversight

5. Support the development of the College's approach to Continuous Improvement, working closely with the Director: Planning and Performance to cultivate a culture of continuous improvement across the entire organisation, leading on aspects relating to digital transformation
6. Lead the development and implementation of best practices and standards which govern the development of the department's portfolio of digital products to ensure they are developed and delivered in a sustainable way
7. Lead the department's approach to Operational Planning, monitoring progress to ensure that operational activities remain aligned to the College's Digital and Digital Learning strategies
8. Plan and oversee improvement activities related to the suite of tools and services provided by Digital Services in order to support and enable change and realisation of operational efficiencies across the College
9. Deputising for the CIO, the postholder may occasionally be required to represent the department at executive, board and committee meetings, providing the executive and board with status reports, updates and expert technical guidance that allows them to effectively discharge their duties
10. Routinely contributing to sector-wide initiatives and projects, the Depute CIO will work closely with external partners and stakeholders to support the development of the regions within which the College operates
11. As a thought leader, the Depute CIO will be excited by the possibilities and opportunities associated with digital technologies as a catalyst for change, actively seeking new and innovative applications of technology, often from outwith the education sector, that could be used to increase operational effectiveness within the College
12. Undertake any training, skills development or other duties that fall within the scope of the post as allocated

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

External contacts include: Suppliers and their agents, commercial clients. Sector bodies such as SQA, CDN and Jisc.

Internal contacts include: Executive, Directors and Senior Managers, Faculty teams and Professional Services departments.



Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a change in the requirements of the college as detailed in the Managing Organisational Change Policy and Procedure.

It is expected that post holders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.

PERSON SPECIFICATION
POST: Depute Chief Information Officer

CRITERION	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications	<p>Educated to Degree level or equivalent professional experience (SCQF level 10)</p> <p>Evidence of continuous professional development</p>	Application form	<p>Professional qualifications e.g.:</p> <ul style="list-style-type: none"> • Prince 2 or PMP Project Management Certification • Leadership or Management qualification • Postgraduate qualification 	Application form
Experience	<p>Significant experience working in a complex organisation, setting strategy and monitoring progress against its delivery including preparation of the business case, agreeing of success measures</p> <p>Significant experience advocating and leading technical change within a large, complex organisation</p>	Application form/Interview	<p>Experience working in an FE/HE environment</p> <p>Experience embedding Continuous Improvement concepts into operational activities</p> <p>Experience of delivery of customer facing services/experiences</p>	Application form/Interview

	<p>Proven experience managing large and diverse technical teams, setting objectives and monitoring progress towards them</p> <p>Proven experience managing a portfolio of projects designed to deliver technical and behavioural change within a large, complex organisation</p> <p>Experience engaging with end users to understand their needs and deliver solutions designed to meet these needs</p> <p>Significant experience working as part of cross-sector groups, representing an organisations' interests at local, regional and national level</p>		<p>Experience of project management of large scale technology related projects</p>	
Skills/ Attributes	<p>Persuasive and engaging communicator with the ability to communicate at all levels of the organisation</p> <p>Ability to quickly establish networks and relationships across the organisation</p> <p>Motivated, self-starter equally happy to work independently</p>	<p>Application form/Interview</p>	<p>Knowledge of Service Design techniques to develop user led technology services and solutions</p> <p>Understanding of various project management techniques and tools.</p>	<p>Application form/Interview</p>

	as well as part of a larger, cross functional team			
Any Other Relevant Criteria	<p>The role will require travel within Scotland</p> <p>The role will require occasional national or international travel</p> <p>The role may require out of hours work</p>			