BHASVIC

Required to start as soon as possible

Director of Digital Strategy (Permanent, Full time)

We are looking for a dynamic individual to provide the strategic leadership, oversight and guidance to help develop the provision and use of digital technologies to support teaching and learning, management, administration and communications. The role ties together the line management of IT Network, College Information System (CIS) and Teaching and Learning technologies to ensure joined-up direction and delivery across these core functions.

With a background in strategic planning and experience in people and project management, you will have recent experience in the management and development of digital resources (network, hardware, software, information systems and learning technologies) with the skills to inform and deliver change at an institutional level.

Pay, pensions and safeguarding

The successful applicant will be offered a permanent full time contract. The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. Salary: Sixth Form Colleges Leadership Pay Spine L6-L8. The salary range for this grade is £51,161 to £53,646. You will progress annually from Level 6 to 8, subject to satisfactory performance.

Holiday entitlement is 24 days per annum. This entitlement rises to 29 days after five years' service.

BHASVIC offers two pension schemes as detailed below. You will be automatically enrolled into one of these schemes, which one will depend on your previous service.

- **Local Government Pension Scheme**

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 8.5% of your gross salary and the College contribution would be 18.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on **http://www.eastsussexpensionfund.org**

- **Teachers' Pension Scheme**

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay 10.2% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see www.teacherspensions.co.uk.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on
http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren

HOW TO APPLY

For details of how to submit your application, please visit our website
https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

  Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.
- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

The deadline for receipt of applications is **09:00am Monday 21 January 2019**

Interviews will take place on **Thursday 31 January 2019**

For applicants who are invited to the selection process there will be ample opportunity to learn more about our provision and needs through discussions with staff.

(January 2019)

JOB DESCRIPTION

Post Title	**Director of Digital Strategy**
Reports to	**Principal**
Responsible for	**Network Manager, Information Manager, Digital Strategy Team**
Grade	**L6-8 (£51,161-53,646) Permanent**

PURPOSE OF THE JOB

To provide strategic leadership, oversight, guidance and development in the provision and use of digital technologies to support teaching and learning, management, administration and communications.

The role ties together the line management of IT Network, College Information System (CIS) and Teaching and Learning technologies to ensure joined-up direction and delivery across these core functions.

MAIN RESPONSIBILITES AND DUTIES

1. **Strategic planning and delivery**
2. **Development and support of Teaching and Learning**
3. **Line management of Network Manager and Information Manager**
4. **Student, staff and stakeholder facing experience**

Strategic planning and delivery

- To provide leadership for all digital provision, chair the Digital Strategy Group and have responsibility for named policies
- To formulate and deliver our Digital Strategy ensuring it is aligned to our Strategic Plan and updated regularly
- People and project management to inform and effect change at an institutional level
- To ensure that all associated strategic development work is scrutinised using risk/benefit analysis with the consultation of all stakeholders
- To provide strategic direction and oversight of all third party software provision including those outside of CIS and Curriculum – for example, HR, Finance and Payroll
- To learn from sector best practice and develop and maintain contacts with a network of external experts to call upon in supporting the development and implementation of our Digital Strategy

Development and support of Teaching and Learning

- To keep up-to-date with advancements in technology, learning technologies and future developments; researching and evaluating these; consulting, advising and collaborating on their introduction and impact
- To act as a role model, to visibly lead and support the use of digital innovation in teaching and learning and across the college
- To personally maintain a high level of technical expertise in all core systems and software applications from a user perspective in order to support their use and development
- To work alongside department staff teams to understand their teaching and learning development priorities, their needs and how best to support them in delivering these goals through digital learning
- To ensure that all staff have access to appropriate support and training to build digital skills and confidence and make effective use of all digital resources

Line Management of Network Manager and Information Manager

- To ensure that college digital systems are aligned with our strategic needs to facilitate the smooth and effective operation of college business
- To help optimise the IT architecture across the college by line managing the Network Manager to help maintain and develop network, hardware and software (with third party help where necessary)
- To line manage our Information Manager to help develop our College Information Systems (CIS) to provide optimal services to stakeholders including data related to the quality of teaching, learning and assessment

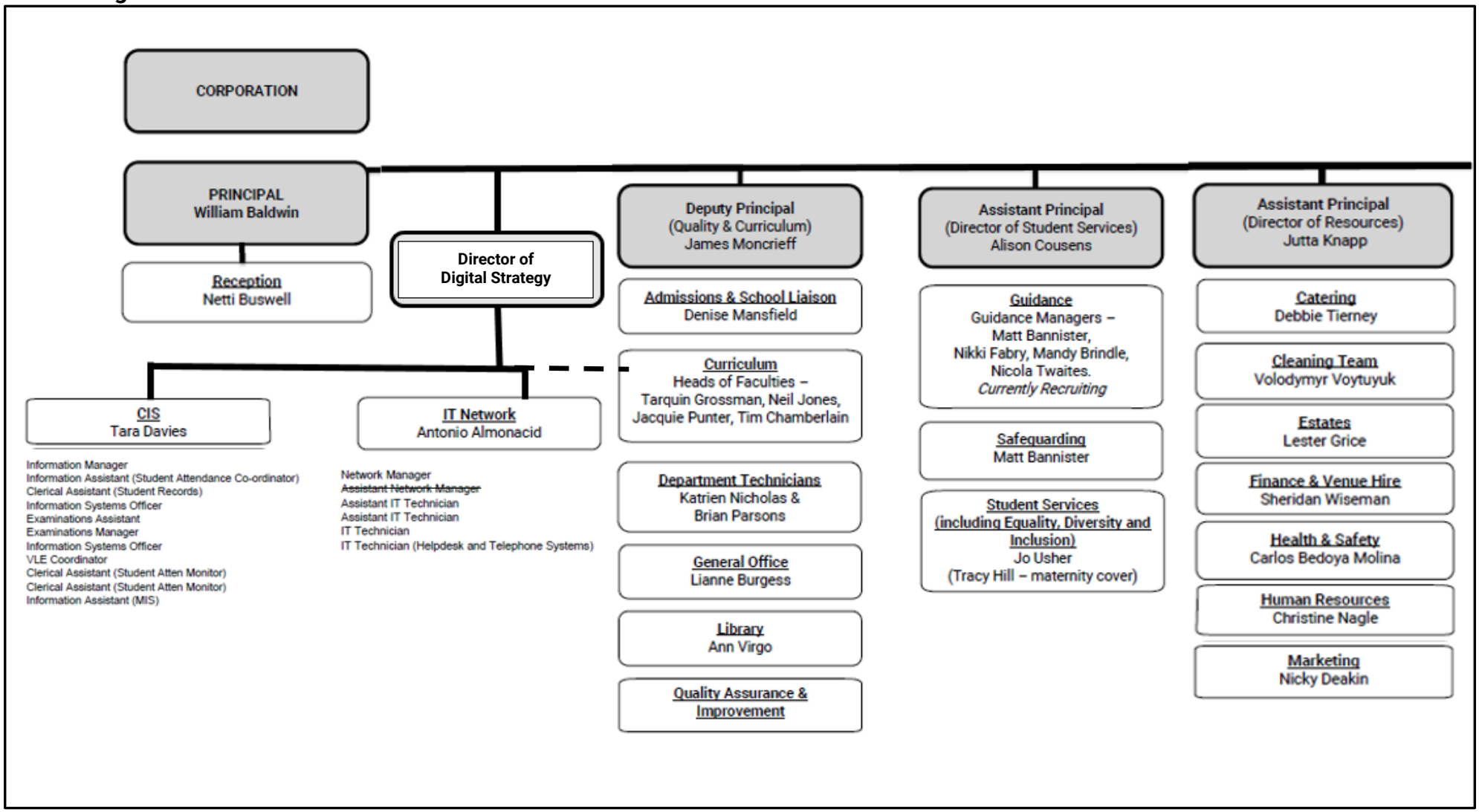
- To ensure the effective introduction of technology and that systems are maintained and appropriately supported and developed
- Manage the procurement and purchase of new equipment, software and systems, in liaison with relevant stakeholders and in accordance with agreed budgets
- To direct the work of relevant teams, in conjunction with managers, focusing on decreasing risk and increasing value to inform development
- To maintain the focus of these teams on security, resilience and business continuity; to document associated risks and to ensure the risk of sole knowledge is avoided or mitigated

Student/staff and stakeholder facing experience

- To develop and maintain a high-quality digital experience for users which is aligned with the strategic objectives of BHASVIC
- To provide a consistent level of service and operations, mitigating against sub-optimal performance by resolving issues quickly and sustainably
- To provide effective communication to stakeholders including Governors
- To ensure that all staff and students have access to appropriate induction, support and training to make effective use of digital technologies
- To engage with the student body to ensure that development work is connected to the needs of 21st century learners e.g. using focus groups
- To engage with staff and other stakeholders (e.g. parents) to ensure our systems meet their needs
- To review and support the digitisation of all processes over time

Recognition that this role will evolve, adapting systems and responsibilities to ensure connection with all stakeholders and by providing long term sustainability.

Line Management Chain



PERSON SPECIFICATION

PERSON SPECIFICATION ROLE PROFILE – **Director of IT/ILT and Digital Strategy**	**Method of Assessment**
Qualifications and Experience 1. Educated to degree level or equivalent with a range of recent qualifying professional development relevant to the role 2. Experience of writing and delivering strategy	Application form
Technical Competencies 3. Experience in using and developing learning technologies and embedding these in educational settings 4. A technical understanding of IT architecture, hardware, software and information systems to support the development of our provision and ensure an optimal user experience 5. A high level of user expertise in software applications (including Office 365)	Application and Interview
Leadership and Management 6. Evidence of understanding the importance of organisational culture 7. Evidence of leading teams, managing projects and managing change successfully 8. Experience in building productive relationships, including with external stakeholders 9. Experience in the strategic management of resources 10. Experience in relevant upper/middle management positions within an educational environment with a track record of being a successful manager 11. Excellent communication skills and the ability to accurately interpret complex information 12. Up-to-date knowledge and understanding of the challenges, changes and trends in sixth-form education and how this impacts upon colleges	Application and Interview
Core Competencies 1. Helping Develop Strategy and Vision 2. Manages Resources & Risks 3. Collaborative Working/Understanding & Building Relationships 4. Motivates and Develops People	Application and Interview