

## Job description: Director of Digital Transformation Delivery

<b>Status</b>	<b>Permanent</b>
<b>Base</b>	<b>Waterloo Centre</b> <i>Post holder will be required to work across College sites and at other locations</i>
<b>Grade</b>	N/A
<b>Salary</b>	Circa £70,000
<b>Hours of work (per week)</b>	36 hours per week
<b>Reports to</b>	Ralph Moran
<b>Manager to</b>	Infrastructure Engineer Data Centre & Communications/ IT Services Manager

### ROLE PURPOSE

As the Director of Digital Transformation Delivery at Morley College London, you will play a pivotal role in informing and implementing the College's digital strategy for operational and educational services. This leadership position requires a seasoned professional with a strong background in digital education, technology implementation, and project management.

The successful candidate will be responsible for overseeing the development, delivery, and continuous improvement of digital services to enhance the learning experience for adult students, and the efficient operation of the College's Professional Service teams.

The College operates a lean IT Services Team across three major centres. As such this will be a 'hands on' role requiring significant technical expertise.

## MAIN ACCOUNTABILITIES

### Digital Strategy Implementation

- Inform the development of the College Digital Strategy as a member of the Digital Strategy Steering Group.
- Implement comprehensive digital strategy aligned with the college's overall mission, goals within allocated budgets.
- Identify and leverage emerging technologies to enhance the delivery of adult education programs.
- Collaborate with key stakeholders to ensure the successful integration of digital tools and platforms.

#### 1. Team Leadership and Development

- Lead and inspire a cross-functional team of digital service professionals, fostering a culture of innovation and excellence.
- Provide guidance and mentorship to team members, encouraging professional development and growth.

#### 2. Technology Infrastructure Management

- Oversee the implementation and maintenance of the digital infrastructure supporting educational and professional services.
- Ensure the college's technology platforms are secure, reliable, and user-friendly.
- Oversee a transition to cloud-based infrastructure.
- Effectively manage cyber risks to ensure business continuity.
- Deliver a secure environment, fully compliant with safeguarding requirements.

#### 3. Educational Technology Integration

- Collaborate with academic departments to integrate digital tools and resources into the curriculum.
- Evaluate and recommend educational technologies that align with pedagogical goals and enhance student engagement.
- Develop effective technology partnerships – e.g. Microsoft, Apple

#### 4. Project Management

- Direct and manage digital service delivery projects, ensuring they are delivered on time and within budget.
- Implement effective project management methodologies to streamline processes and enhance efficiency.

#### 5. Quality Assurance and Continuous Improvement

- Establish and monitor key performance indicators (KPIs) for digital services, regularly assessing and improving their effectiveness.

- Stay abreast of industry trends and best practices to ensure the college remains at the forefront of digital education.

### 6. Stakeholder Collaboration

- Collaborate with internal and external stakeholders, including faculty, professional services, student representatives and technology partners, to drive successful digital initiatives.
- Foster a collaborative environment that encourages feedback and input from various stakeholders.

## GENERAL COLLEGE RESPONSIBILITIES

### Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

## DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

**Person Specification: Director of Digital Transformation Delivery**

		Essential	Desirable
1.	Educated to Degree level in relevant area or equivalent level of professional qualifications or experience.	✓	
2.	Extensive specialist knowledge and professional qualifications/skills throughout all aspects of Digital Transformation (e.g. CCNA, Microsoft, VMWare, Cyber Security, Azure, Cloud technologies).	✓	
3.	Proven experience in a leadership role overseeing digital service delivery, preferably in an educational setting.	✓	
	Demonstrable commitment to equality and diversity, health and safety, and safeguarding.	✓	
4.	Strong understanding of adult education principles and pedagogical strategies.		✓

		<b>Essential</b>	<b>Desirable</b>
5.	Demonstrated success in implementing and managing educational technologies.		✓
6.	Excellent project management skills with a track record of successful project delivery. Knowledge of project governance structures to organise multiple in-flight projects to deliver within challenging timescales.	✓	
7.	Proven track record developing, planning and managing large-scale successful digital transformation, delivering measurable and sustained benefits for staff and/or service users.	✓	
8.	Experience of effective management of resources, including financial budgets at departmental and project level.	✓	
8.	Demonstrable experience of managing the organisational change aspects of digital transformation.	✓	
9.	Exceptional communication and interpersonal skills, with the ability to build positive relationships with diverse stakeholders.	✓	
10.	Strategic thinker with the ability to translate vision into actionable plans.	✓	
11.	Experience of building effective working relationships with colleagues working across delivery and professional services departments.	✓	
12.	Demonstrable experience of strategic planning.	✓	
13.	Demonstrable experience in exercising solid judgement, solving highly complex problems with clear underlying rationales and decision making.	✓	
14.	Evidence of ongoing and recent continued professional development.	✓	
15.	Ability to report progress at senior board meetings with highly developed written and verbal communication skills.		✓
17.	Logical and methodical approach to analysing high level information and interpreting complex information and facts to make appropriate logical judgements.		✓
18.	Negotiation and influencing experience and be able to sell the benefits of change where resistance is apparent.		✓
19.	Experience of planning, testing and implementing IT Business Continuity and Disaster Recovery plans and procedures.	✓	

20 March 2024