Job Description

Job Title:	Head of IT
Responsible To:	Chief Operating Officer
Supervisory Responsibility:	IT support

Purpose of the Post:

Sacro's Vision: *Scotland will be a place of safety, inclusiveness, and wellbeing for everyone.*

Sacro's Mission: *To deliver life changing services that empower people, give hope and protection, and help to build safe communities.*

To help to fulfil Sacro's mission by:

- Lead IT Operations and help support the development and delivery of the IT strategy in keeping with Sacro's forward-thinking ethos.

- Leading and developing a high-quality, fit for purpose, IT function supporting the technology driving Sacro's digital and online services.

- To ensure that Sacro has the right tools to deliver in IT innovation.

Duties and Responsibilities:

- Oversee Service Desk, IT infrastructure, and Security activities.

- Maintain an appropriate understanding of all of Sacro's IT systems and infrastructure.

- Continue the project management and implementation of Microsoft Dynamics 365.

- Drive the further development of infrastructure architecture.

- Review IT staffing resources and capacity that meets a diverse, national charity.

- Review IT service orientated policies and procedures to assist in the delivery of the IT service.

- Manage the IT budget and spend.

- Report to the Chief Operating Officer and make well-supported business cases for new technologies and initiatives.

- Assist the Chief Operating Officer to embed an inclusive IT culture in the organisation.

People:

- To manage, motivate and develop direct reports in line with Sacro's values, applying Sacro's policies in relation to support, supervision and performance management.

- To support team members to develop their skills and coach and mentor them as required.

- To supervise and manage the performance of team managers and effectively communicate organisational policy and implement strategy and plans.

Resources, Risk Management and Accountability:

- To be responsible for delegated budgets and ensure effective budget management in all teams and monitor capability and timeliness.

- To have an overview of risk management and input to the control process.

- To ensure that Sacro's Health & Safety Policy and Procedures are implemented in directly managed teams.

Partners and development:

- To ensure a strategic approach to IT based on the digital strategy and strengths of Sacro.

- To build strong relationships and networks across the sector that promote and support Sacro's objectives.

- To maintain an excellent understanding of Sacro services to ensure opportunities for best fit with IT needs are realised.

Leadership and strategy:

- To be an active member of the Leadership Team.

- To report to the Executive and Leadership Teams on key developments in IT.

- To work closely with colleagues to deliver the strategic plan.

- To report to board as required.

Other:

The place of work for office purposes is flexible in the Edinburgh or Glasgow Hub and Sacro has a Hybrid working policy. Some travel will be expected across Scotland.

Sacro is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the organisational

benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.

All employees are required to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.

Outline of Main Terms and Conditions of Service

Salary:	Circa £44,000
Leave Entitlement:	31 days annual leave plus 6 fixed public days.
Hours of Work:	37.5 hours per week. Some out of hours on call work may be required.
Condition:	This post is subject to a satisfactory PVG membership.
Travel:	There will be a requirement for some travel throughout Scotland in this role.
Pension:	Sacro employees are automatically entered into the Sacro Group Personal Pension Scheme or membership of current scheme continues.
Work Base:	Edinburgh or Glasgow Hub. Sacro has a hybrid working policy but every employee is expected to attend offices as required. Sacro reserves the right to change office base location within reasonable parameters.
Notice:	12 weeks, in writing
Benefits:	- Policies and family friendly. - Generous annual leave entitlement. - Employee wellbeing scheme. - Pension scheme and death in service. - Learning and development, progression and qualifications. - Opportunity for growth and development. - Enhanced company sick pay. - Cycle to work scheme. - Flexible and hybrid working. - Work-life balance. - Additional annual leave day for birthday. - Employee discount scheme.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree or equivalent	X	
Management qualification		X
Experience		
Experience of an IT leadership role	X	
IT experience in a non-profit organisation		X
Project management	X	
Management in a third sector/public sector context		X
Microsoft Dynamics 365 experience	X	
Budget management	X	
Stakeholder and relationship management	X	
Policy experience		X
Skills and knowledge		
IT and Digital developments	X	
Innovative	X	
Communication both written and verbal	X	
Team building and people management	X	
Use of MS Office tools and SharePoint	X	
Attitude & Behaviours		
Cheerful and helpful disposition	X	
Flexible approach to work	X	
Working in accordance with our values	X	
Commitment to personal development	X	
Ability to work as a member of a team	X	
Ability to work flexibly to meet the changing needs of the team	X	