

Job Description

Job Title:	Head of IT
Location:	Abbey Park
Reporting to:	Chief Operating Officer
Key Relationships:	Executive Team Management Team/HOD's Regional Co-ordinators/Development Officers Officials External Stakeholders
Job Purpose:	To provide IT services and capability to enable the operation of BE in fulfilling its obligations as the governing body of the sport of eventing. To develop and deliver the IT strategy in a cost effective and efficient manner. To manage the performance and development of the IT team.
Resources:	IT Department staff 3 rd party suppliers Contractors

Key Responsibilities:

- To be the IT enabler of the business and work closely with other HOD to effect this
- To develop and execute, with Board approval, the IT strategy
- Create and present business case for investment in IT capability
- To lead and manage the day to day activities and priorities of the IT team
- To positively engage with the executive team
- To drive continuous improvement through the provision of infrastructure, telecommunications, networks, server infrastructure, web infrastructure and back up protocols to best deliver a cost effective IT solution for the organization
- Create strong and effective networks with external companies for the benefit of BE
- To report regularly, as agreed with the COO, on the status of the IT projects and on the effectiveness of IT support to the wider stakeholder group
- Ensure there are resilient business recovery plans in place for all aspects of IT infrastructure
- Ensure the IT infrastructure is compliant with legislation and Data Protection Regulations
- To appraise and develop appropriate skills within the IT Team to ensure adequate resource in the delivery of all IT projects, and the personal development of the IT team

This job description is not intended to be all-inclusive or exhaustive. You may be required to perform other related and reasonable duties in order to meet the ongoing needs of BE.

Person Specification

Essential Skills & experience	Desirable skills & experience
Experience & Qualifications <ul style="list-style-type: none"> • At least 3 years' experience working in a similar role within IT Management. 	<ul style="list-style-type: none"> • A degree in IT or any other subject which includes good cognitive skills



<ul style="list-style-type: none">• Prince2 and or Agile Project Management.• Successful delivery of Change Programmes with multiple stakeholders.• Building & leading a high performing teams.	<ul style="list-style-type: none">• Experience of presenting and communicating at Board or Senior management level.• Strong negotiation skills.• A pre-existing strong network of peers.• ITIL Change Management.• Scrum Master.
Knowledge <ul style="list-style-type: none">• Salesforce CRM• Office and Web applications• Jira, Confluence, Project Management Tools• Systems integration• Technical Infrastructure• Web Infrastructure• Cyber Security• Cloud based solutions• UK data protection legislation	<ul style="list-style-type: none">• Drupal• Heroku Connect• Office 365 Migration
Skills <ul style="list-style-type: none">• Ability to communicate in an effective and diplomatic manner with a diverse group of remote stakeholders.• Exposure to broad IT development and web technologies• Budget management and reporting• Vendor and outsourced supplier management	<ul style="list-style-type: none">▪ Experience of managing diverse stakeholder groups▪ Programme and Project management▪ Experience of ecommerce
Interpersonal skills <ul style="list-style-type: none">• A self-starter with the ability to work alone as well as in a team environment• The ability to lead and motivate a team• High attention to detail• Well organized and diligent• Ability to see all aspects of a problem, and develop robust and practical solutions	

The ideal candidate should be able to demonstrate the skills necessary to meet our company values:

BE Passionate
BE Respectful
BE Responsible
BE the Best

BE is an inclusive employer that values diversity in its workforce. We encourage applications from all individuals without regard to race, religion, gender, sexual orientation, national origin, disability or age.