

Job Description	
Job Title	Director of Information and Technology
Main Purpose	As a member of the Executive Team, provide strategic leadership and operational oversight of Information and IT Services to support high-quality teaching, learning and student services across the College. The role is responsible for developing and delivering a robust digital and information strategy, ensuring systems effectively support ILR accuracy, funding compliance and regulatory requirements, and driving continuous improvement in systems, processes and services through the effective management of people, resources and partnerships.
Line Manager	Vice Principal – Finance and Resources
Responsible for	Direct reports x 3 <ul style="list-style-type: none"> • Data Compliance and Information Services Manager • Web Development Team Leader • IT Manager
Salary	Competitive
Date Job Description Agreed	January 2026

MAIN DUTIES	
	<p>1. Leadership and Management:</p> <ul style="list-style-type: none"> ○ Provide strategic leadership and direction to the College's MIS, Web Development, and IT Teams. ○ Develop and implement a Data and Information and Digital Strategy for the College, aligned with the College's strategic objectives, priorities and aims. ○ Advise senior management on external policy, funding, and compliance rules; providing assurance over income and performance outcomes through comparative reports from a range of relevant sources. ○ Promote awareness of compliance with funding regulations ○ Foster a culture of continuous improvement and innovation, driving performance and accountability. ○ Ensure systems are secure, personal information is safeguarded and handled responsibly and sharing agreements are in place ○ Provide and present reports to various of forums as required (for example Governing Body). <p>2. Curriculum Development:</p> <ul style="list-style-type: none"> ○ Provide knowledge, leadership, and advice on all funding related considerations to support strategic and operational decision making and curriculum planning. ○ Optimise funding streams and provide guidance on new funding opportunities for college programmes. ○ Provide support and advice relating to the integration and maintenance of new technologies, and lead on new system implementations. ○ Provide support and advice to ensure that curriculum planning, and timetabling optimises available resources and matches projected student numbers. <p>3. Staff Management:</p> <ul style="list-style-type: none"> ○ Lead, manage, and develop staff within the department.

- Conduct regular performance reviews and provide professional development opportunities.
- Foster a collaborative and supportive working environment.
- Ensure job roles and team structures remain fit for purpose.

4. Compliance:

- Ensure compliance with the College Financial Regulations
- Lead on the accurate interpretation and implementation of all funding methodologies to ensure compliance with funding regulations.
- Ensure the accurate and timely submission of all funding body and student related statutory returns.
- Lead the development of systems to ensure the integrity, completeness, and ease of access to college data, and proactively address information needs in a changing environment.
- Lead on all matters relating to the audit of student records, ensuring that the college is fully compliant with audit requirements, proactively taking corrective actions where necessary.
- Understand the key performance indicators the college is required to adhere to, ensure accurate and timely reporting is in place, and lead the preparation of information relating to inspection and monitoring visits.
- Lead on the college Data Protection Policy and GDPR compliance, providing support and guidance to the college Data Protection Officer, deputising for them where appropriate, ensuring all data requests are responded to within required timescales.
- Ensure all policies and procedures relevant to the role are up to date and fit for purpose.
- Proactively plan for the yearly student cycle, ensuring all data and reporting is available, accurate and staff are aware of processes and procedures they must follow
- Ensure all IT systems and networks are secure and meet cyber security requirements and that these are maintained and continually reviewed.
- Ensure that business continuity and disaster recovery plans are in place and tested for all systems.

5. Resource Management:

- Manage departmental budgets, contracts, and resources efficiently.
- Ensure facilities and equipment are maintained to a high standard.
- Work closely with the Head of Finance to ensure college funding is budgeted, profiled, and reported accurately.
- Ensure all internal and external audit actions are addressed promptly.

6. Quality Assurance:

- Implement robust quality assurance processes.
- Keep up to date with major developments relevant to the post.
- Conduct regular self-assessment and contribute to external inspections.
- Use data and feedback to drive improvements.
- Contribute to the College QIP and Improvement Plan and provide leadership and direction within the department to address any areas of concern.

7. Stakeholder Engagement:

- Build and maintain strong relationships with colleagues across the College and with wider peer groups and networks.
- Represent the College at relevant external events and forums.
- Promote the department's achievements and capabilities.
- Contribute to working parties and keep sector knowledge up to date

8. Health and Safety:

- Ensure compliance with health and safety regulations.
- Promote a safe and inclusive learning environment.

9. Other Duties:

- Undertake such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● A*-C in GCSE English (4-9); ● A*-C in GCSE Maths (4-9); ● Evidence of on-going professional development relevant to the role. ● Leadership, management, or related qualification (level 3 or above). ● Degree or equivalent within Information Systems or Data Analysis, or demonstrable equivalent experience. 	
Experience	<ul style="list-style-type: none"> ● Significant and proven experience in a leadership role within education. ● Proven track record of working with management information systems (for example Tribal). ● Demonstrable experience of improving performance within an MIS dept and/or overcoming barriers. ● Experience of managing budgets and resources. ● Proven experience of working in the Further Education sector with an in-depth knowledge of the data, examination, and funding environment of Further Education. ● Experience of safeguarding and protecting data and information. ● Knowledge of IT systems and networks. 	<ul style="list-style-type: none"> ● Understanding of examination processes and procedures
Skills and abilities	<ul style="list-style-type: none"> ● Strong leadership and management skills ● Excellent communication and interpersonal skills. ● Ability to inspire and motivate staff. ● Ability to drive performance improvements within a team ● Strong analytical and problem-solving skills. ● To be innovative and proactive in the implementation of new processes and technologies; ● Produce clear, concise, and accurate reports using a range of IT systems. 	<ul style="list-style-type: none"> ● Knowledge of using ILP systems and achievement benchmarking systems within a further education setting.
Knowledge and understanding	<ul style="list-style-type: none"> ● In-depth knowledge of FE funding methodologies and their application to the FE qualifications framework 	<ul style="list-style-type: none"> ● The concept of risk management as it applies to the responsibilities of the role.

	<ul style="list-style-type: none"> • Expert knowledge of computerised student record systems and reporting systems. • Understanding of how to cut and present data by EDI characteristics. • Understanding of quality assurance processes. • Knowledge and understanding of the General Data Protection Regulations (GDPR). 	<ul style="list-style-type: none"> • Knowledge of exam regulations and procedures.
Personal qualities	<ul style="list-style-type: none"> • Self-motivated, with a strong commitment to continuous improvement. • Demonstrates sound judgement, honesty, and integrity in all aspects of professional conduct. • Adaptable and resilient, with a willingness to work flexibly in a dynamic and evolving environment. • Committed to the College's values and behaviours, acting as a positive role model, and promoting a culture of respect, inclusion, and continuous improvement. 	
Other requirements	<ul style="list-style-type: none"> • Willingness to undertake further training and development. • A commitment to co-operative and flexible working and a demonstrable customer focus. • A confident manner that inspires confidence in others. • A discreet, confident, and sensitive approach. • A keen sense of purpose and the drive to achieve agreed goals and inspire others to do so. • A proactive approach to resolving problems and queries. 	<ul style="list-style-type: none"> • Full UK driving licence and access to a vehicle for business use (or access to equivalent mobility).