|  |  |
| --- | --- |
| **Post title** | Digital Transformation Lead |
| **Salary and grade:** | Band I - Full-Time |
| **FTE** | 37 hours (52 weeks per year) Permanent |
| **Line manager/s:** | Head of Digital Technologies |

# Main purpose of the job:

You will be an integral part of the Digital Team helping lead and deliver high-quality digital and system change projects to our staff and students. The post holder will promote the highest standards of customer service and agile project management, ensuring the most effective use of resources are employed in supporting the schools’ and Trust’s objectives.

# Key duties and responsibilities

**Responsible For**

* Lead and deliver on digital & system change projects.
* Ensure projects align with the strategic objectives of the Trust.
* Contribute to the development and implementation of the Trust digital strategy.
* Where appropriate to contribute to the development of the Schools’ ICT Apprentice scheme held in our Trust Schools.
* Where appropriate to contribute to the development and mentoring of other Trust staff.

**Core objectives**

* Support the Head of Digital Technologies to review Trust systems, web presence, and the prioritisation of digital and system change
* Support the Head of Digital Technologies and work with stakeholders to define project scopes and objectives.
* Facilitate collaboration with key stakeholders throughout the change process.
* Work with the Head of Digital Technologies to manage the resource and budget requirements of change projects.
* Identify opportunities to streamline systems and processes as part of organisational change.
* Deliver digital change solutions to maximise educational impact and business productivity.
* Track, manage and flag risks throughout the project lifecycle.
* To always promote the Trust values and ethos.
* To report to, as required, the CEO, Assistant CEO, Head of Digital and Headteachers on digital transformation activities and risk.

**Broader objectives**

* Improve operational efficiency to all stakeholders.
* Support the utilisation of data-driven analytics to aid in decision making Trust-wide.
* Manage system adoption with stakeholders for maximum value for money and efficiencies.
* Maintain an overview of the Trust digital ecosystem and identify areas of strength and weakness.
* Work with members of the ICT team to author and maintain ICT documentation.
* Work flexibly across Multi Academy Trust sites.
* Develop and maintain relationships with third party suppliers and support providers.
* Undertake any appropriate training that may be necessary to deliver responsibilities.

**Additional duties**

The post holder’s duties must be carried out in compliance with all relevant information & data; health & safety; finance legislation and undertake training as appropriate to ensure knowledge, understanding and practice is up-to-date.

Participate, support and comply with arrangements for responding to emergencies and/or business interruptions.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

**Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential  | Desirable  |
| **Qualifications &****Experience** | Relevant project management OR ICT degree or experience relevant to the post | • |  |
| Strong experience of working in an effective digital or change team | • |  |
| Experience in an educational environment. |  | • |
| Experienced in managing and delivering change projects. | • |  |
| Relevant project management qualifications. |  | • |
| ITIL qualification or good awareness.  |  | • |
| Experience of using project management software. | • |  |
| A solid working knowledge of both physical and virtual IT hardware.  |  | • |
| Excellent communication skills. | • |  |
| Experience of line managing staff. |  | • |
| Experience in staff training and demonstrations. |  | • |
| Experience of budgeting and purchasing. | • |  |
|  |  |  |
| **Thinking Ability**  | An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making | • |  |
| Can demonstrate sound judgement to undertake complex tasks in a systematic way | • |  |
| Thinks creatively and imaginatively to solve problems and identify opportunities | • |  |
| Able to demonstrate having planned appropriately for future success | • |  |
| **Personal Effectiveness** | High ethical standards and influencing skills with the ability to engage effectively with all staff across the school  | • |  |
| Self-confident with the ability to transmit appropriate messages to appropriate audiences  | • |  |
| Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results  | • |  |
| Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure | • |  |
| **Interpersonal Relationships**  | Demonstrates a variety of people skills  | • |  |
| Ability to establish positive and productive working relationships with school leaders | • |  |
| Have the desire to work with and aid students’ educational developments. | • |  |
| Effectively engage and communicate with others | • |  |
| Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes | • |  |
| Goes out of the way to establish and maintain relationships at all levels to achieve educational and business objectives.  | • |  |
| Able to remain approachable and professional at all times. | • |  |
| **General**  | Able to work flexibly, including responding to high level service issues out of core hours | • |  |
| Able to travel to various locations within a reasonable timescale to support the Trusts sites and growth | • |  |
| Demonstrate a firm commitment to the concept of Multi Academy Trust and desire to see the Trust flourish and expand in a sustainable manner  | • |  |
| Demonstrate a firm commitment and apply knowledge of the principles of the Data Protection Act 2018/GDPR | • |  |
| No serious health problems that will likely impair or impact on job performance |  |  |