

Job Description and Role Profile

Job Title:	Director of Digital Services
Accountable to:	Vice Principal, People & Transformation
Line managed by:	Vice Principal, People & Transformation
Direct Reports:	ICT Manager

1. Context

The purpose of this job is to meet the strategic aims, objectives and targets of the College Systems and Infrastructure Strategy and Ambition 2025 through continuous enhancement and delivery of Digital Services, integration of Business Systems and data driven innovation.

As a member of the College Senior Leadership Team, the post holder will be responsible and accountable for the full range of College information and digital services, cyber resilience and for continuous improvement and direction of digital transformational change across the organisation. This includes all areas of the college, particularly digital services to support learning and teaching.

A key part of the role will be to engage with staff across the College to ensure digital services enhance and support the development and delivery of high-quality learning, teaching, assessment and wider College services including business management, monitoring, data analysis and control.

Lead the implementation of the Systems and Infrastructure Strategy to enhance the positioning of the College as an education institution of choice.

2. Key Outputs and Tasks

2.1 Leadership and Quality Culture

Promote a culture of excellence, continuous improvement and digital capability throughout the College for Students and Staff.

Role model the College values. Champion Diversity and Equality, the College's mission, vision, values and behaviors.

Ensure high standards of Cyber resilience to prevent digital attack or fraud.

Lead, advise and support Senior Leaders with the development of integrated business systems and solutions. Identify opportunities to improve workflow, efficiency and deliver cost savings

Drive changes to the production and subsequently analysis of College data. Working with the Senior Leadership Team, improve data quality and inputs whilst streamlining the work needed to transform that data into meaningful information.

Take responsibility for College corporate performance as part of the overall Senior Leadership Team.

Develop and lead high performing teams; ensuring the College has the right technology capability in the right places.

Leverage emerging technologies within the Digital & Education sectors to improve educational outcomes for students.

Ensure Digital Services staff are trained in safeguarding and child protection and are aware of their own responsibilities

Discharge duties and responsibilities under the College's Health and Safety Procedures including Risk and COSHH Assessments.

Implement Health and Safety and security measures in accordance with statutory and College requirements.

2.2 Delivery of learning and services to support learning

Drive Digital Literacy across the College, improving corporate process execution, organisational efficiency, and ultimately how the College delivers Learning for its student population.

Lead the development and execution of the digital elements of the College's overall Transformation plan.

Collaborate with the Director of Curriculum and Director of Student Experience and Academic Performance in leading the development of on-line learning, teaching and

assessment within the College

Be responsible for the Digital Services investment plan, ensuring that plan delivers for future learning outcomes.

2.3 Outcomes and Impact

Lead the Digital elements of the College Transformation Programme and provide timely reporting and monitoring to Board of Management and Executive Leadership Team

Lead the development of digital tools and techniques which ensure the College makes best use of relevant data analytics.

Develop new integrated corporate performance management reporting tools and promote their use throughout the management structure.

Ensure College systems infrastructure is effectively maintained and deployed

Ensure all technology assets are logged, maintained and effectively deployed across the College estate

Develop effective working relationships internally and with external partners.

Leverage the technology supply chain to ensure Digital outcomes are achieved and the full functionality of systems are adopted across the College.

2.4 Capacity for Improvement

Champion change, communication, continuous improvement and empowerment of staff.

Develop effective mechanisms to understand future scenarios and manage strategic risks. Develop, maintain and test routinely a Digital Services Disaster Recovery Plan

Actively develop self through development and training activities, personal performance review and review of those in their area of responsibility.

Develop, implement and maintain the Digital Service policies, procedures and systems to ensure that the College maintains safe, secure and robust Digital infrastructure on which it can deliver a high standard of learning and data analysis.

3. Role Profile				
Role and Context	Need to Do	Need to Know	Need to Be	Need to Have
Director; Digital Services	<p>Enhance the positioning of the College as an education institution of choice through the implementation of future-proofed systems and services.</p> <p>Deliver the Digital outcomes as part of Dumfries College Ambition 2025.</p> <p>Build a Digital Services function that will enable Dumfries College into the future; focused on People, Process & Technology.</p> <p>Advocate for Digital adoption and technology literacy across the colleague base and student population</p> <p>Ensure services are Secure, putting Cyber Security and Resilience at the heart of service provision.</p>	<p>Awareness of the challenges facing the Higher & Tertiary Education sectors</p> <p>How to drive technology adoption, and improve digital literacy</p>	<p>Driven and motivated to deliver the strategy</p> <p>An inspirational leader, with strong people management skills</p> <p>A collaborative colleague, able to work with stakeholders across the College</p> <p>Resilient, have a positive attitude and be solutions focused</p> <p>Organised, with good time management skills to prioritise and achieve objectives</p> <p>Comfortable in a diverse and sometimes complex environment</p>	<p>STEM Degree preferred (SCQF Level 9 equivalence)</p> <p>Experience delivering multi-year Digital Transformation programmes</p> <p>Evidence of building new capability, and developing colleagues</p> <p>Experiencing leading technology teams to deliver services to a multi-faceted business</p> <p>Experience managing outcomes to cost, and building forward-looking financial profiles</p> <p>Excellent communication skills, written and verbal</p> <p>Ability to problem solve, analyse options and make confident decisions</p>

Date description created/revised	10 th June, 2022
Date of next review	
Manager signature	
Employee signature	
Date received by employee	