

## JOB DESCRIPTION

**JOB TITLE:** Depute Head of Management and Information Systems

**LINE MANAGED BY:** Head of Management and Information Systems

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**JOB PURPOSE & OBJECTIVES:** Developing and supporting effective and cohesive information systems.

Systems support, development and administration of all information systems software and hardware utilised within the college.

### Principal Tasks

- Supervision of departmental staff, including dealing with routine staffing issues that may arise within the department.
- To be responsible to the Head of Management and Information Systems to ensure the smooth running of the department's services for IT, Development Projects, and Student Records.
- Assist in the development and projects of the Department in order to meet targets as outlined in the departmental strategic plan.
- Actively participate in appropriate College committees and working groups.
- Be responsible for the work of the Information Systems departmental functional areas.
- Ensuring and maintaining a good level of customer service within the team assisting with the student and staff interaction where necessary
- Take an active role in OM/CM and other cross-college meetings; initiating and delivering reports as considered appropriate and relevant to the work of the Department and College.
- Assist and oversee in the collection and management of student data for the compliance requirements for Scottish Government (e.g. FES, SDS, SAAS returns).
- To manage the various department teams to ensure good work practices and policies are being followed and can be evidenced in yearly audits on the department.
- To line manage staff as appropriate.

- To organise and chair the various departmental briefing and project briefings
- Deputise for the Head of Management and Information Services as required.

### **Main Duties**

- Support the Head of Management and Information Systems with departmental staff, including dealing with routine staffing issues that may arise within the department.
- Supervise the work of the various departmental teams ensuring that they work co-operatively with staff across the college.
- Implement all appropriate policies relating to supervision and management of staff.
- To assist in the career review process with all staff ensuring all staff have the necessary skills and abilities to fulfil their duties to a high standard
- Operationally support all departmental teams with technical requirements including using the change control process to assess risk for system changes (upgrades and migrations)
- Provide technical backup and support for all departments within the college.
- Assist in the project planning and co-ordination of systems upgrades and migrations.
- Maintain and continually update systems security to provide for latest protection against viruses and other types of vulnerabilities.
- To maintain a quarterly security review of the systems and complete any outstanding actions from those reviews.
- Installation, testing and configuration of software and hardware.
- Maintain up to date documentation relating to all information systems software and hardware.
- Monitoring of data/systems backups and maintenance and continued review of business continuity aspects.
- Assist in the analysis and recommendation of new software and hardware.
- Liaise with suppliers and external agencies.
- Deliver systems training to staff and students as required.
- Assist with the development, maintenance and management of the college web services as appropriate.

- Ensure compliance with all Health and Safety requirements as laid down in the College H&S Policy.
- Undertake any other reasonable duties. The postholder is expected to work flexibly to contribute to the work of the College.

## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Created: March 2023