JOB DESCRIPTION

- JOB TITLE: IT Manager

- DEPARTMENT: IT

- REPORTING TO: Managing Partner

- REPORTING TO THIS POSITION: IT Team

OVERALL RESPONSIBILITY:

.1   Reporting to the Managing Partner, the role is responsible for all IT systems and infrastructure, IT development and telecommunications within the business. It is the lead role in technology, change and deployment for the firm and a leader of all people involved in IT. The role is critical in instilling confidence in the business, and ultimately the firm's clients.

.2   The role provides a crucial link between IT delivery and the owners of the business, the heads of support services and the firm's clients to ensure that IT is focussed in supporting the entire firm. Accountable for supporting the firm and providing sound IT service, the role's main purpose is a business-led, strategic focus on improving efficiency and competitive advantage of the firm in its marketplace by excellent use of IT.

.3   The role will involve liaison with and being the relationship manager for external 3rd party vendors at a senior and strategic level. The post holder will also communicate with a broad range of stakeholders across the business on projects, as well as internal and external subject matter experts and will be Chair of the IT Steering Committee (when introduced).

MAIN AREAS OF RESPONSIBILITY:

- Develop the IT strategy and contribute to the firm's goals and business objectives.
- Harness the business benefits of relevant emerging technologies.
- Create and implement IT policy for the organisation covering all technological matters, hardware and software procurement, IT services sourcing, staff development and rewards.
- At management level, actively promote the opportunities that IT presents to the organisation, including the feasibility of change and its likely impact upon the business. This role is the main link for IT to partners in the firm.
- Build a highly respected and professional IT team.
- Represent the organisation externally on all matters relating to IT, establishing confidence and respect both personally and for the organisation.
- Direct investigation of specific IT technologies, products, methods and techniques to assess their potential benefit to the firm and role in the IT strategy.
- Keep management up to date on technology trends, developments and the associated business opportunities and develop business proposals to exploit those technologies.
- Take accountability for the implementation of all aspects of IT across the firm.
- Manage the IT budget carefully to ensure maximum return from the firm's investment.
- Deliver IT solutions and projects in response to client demands and requirements.
- Actively manage suppliers that are responsible for delivering the IT service to the firm.
- Be actively involved in projects and operational issues to ensure a speedy and professional conclusion.

SKILLS:

The role will require a board set of skills with a specific focus on:

1. Application portfolio management
2. Supplier management
3. Development tools and languages
4. Legal line of business applications such as Practice, case and document management systems.
5. Data management, ICO principles and Information security
6. Managing expectations from a diverse set of stakeholders

- Whilst beneficial, law firm experience is not essential. However, it is imperative that the appointee understands the pressures of the business, the nuances of working in a partnership and has the personality and ability to adapt to a law firm and execute the role successfully within that environment.
- Staff management experience and an accomplished line manager and developer of people.
- Experience of working with senior stakeholders with demonstrable ability to communicate and build relationships at all levels.
- Passionate about ensuring that high standards of service extend throughout all offices, implementing best practice and process while recognising the need to flex with the needs of our dynamic business.
- Strong leadership skills, innovative and inspiring with high levels of personal drive and energy.
- Proven project manager, planner and organiser who can handle several tasks simultaneously, often under pressure.
- Highly motivated, enthusiastic, proactive and reliable.

HOURS OF WORK:

Monday to Friday inclusive and 8.30am - 5.00pm each week

SALARY AND FLEXIBILITY TO BE DISCUSSED