SALISBURY DIOCESAN BOARD OF FINANCE
Job Description and Person Specification

JOB TITLE:	**Technology Manager**
TEAM:	Parish Support, Governance & Administration
DURATION	Permanent, Full-time
LINE MANAGER:	Director of Strategy & Operations
RESPONSIBLE FOR:	IT Support Officer – 1 FTE Systems Change Coordinator – 1 FTE

JOB PURPOSE

Responsible for overseeing the development, implementation and futureproofing of technological systems and solutions, artificial intelligence and cybersecurity that align with the organisation's objectives. Ensure that technology resources are utilised effectively to drive innovation, efficiency and resilience as the organisation seeks to support church communities.

DUTIES AND RESPONSIBILITIES (insert main accountabilities as headers; followed by responsibilities)

Provide technological direction for the organisation, ensuring that IT systems, applications and infrastructure align with business objectives and deliver value.

- Lead the technology team in the development, implementation, and maintenance of technology and artificial intelligence (AI) solutions that drive efficiency and innovation, with a particular focus on integration and maximisation of the existing 'IT estate'.

- Develop and deliver a Technology roadmap, balancing strategic oversight with hands-on technical expertise, facilitating seamless operations and fostering an environment of continuous improvement in the technology and digital landscape.

Manage and oversee the Technology team and day-to-day operational activities

- This includes infrastructure, applications, AI and security. Leading and mentoring staff, fostering a collaborative environment, and facilitating professional development.

- Coordinating with other departments to identify technology needs and integrating IT solutions to enhance productivity and service delivery, with a particular focus on

integration and maximisation of the existing 'IT estate'. Overseeing the deployment, monitoring, maintenance, and upgrade of IT systems and applications.

- Managing the technology budget and ensuring cost-effectiveness and benefit realisation of IT investments. Report on IT performance metrics and demonstrating the value of technology investments to stakeholders.

- Organise, facilitate and/or deliver relevant training and resources to staff, nurturing confidence, skills and expertise across the organisation.

Manage provider and other partner relationships

- Manage provider relationships and work with the Director of Strategy and Operations to negotiate contracts for technology acquisitions and services. Ensure ongoing monitoring and evaluation of service level agreements and benefit realisation.

- Be a visible advocate and enabler for technology and facilitate and or participate in relevant meetings, events, project development and change management at all levels within the organisation and the church communities of the diocese.

- Participate in the technology network of the wider Church of England and other diocesan offices across the countries, sharing best practice as well as seeking opportunities to collaborate and leverage joint working, e.g. Safeguarding Systems Together national project across 20+ dioceses (charity organisations).

Lead on compliance and future opportunities

- Ensure IT policies, procedures, data protection and best practices are up to date and embedded across the organisation and comply with relevant laws and regulations.

- Provide leadership in IT crisis situations and ensuring minimal disruption to business operations.

- Keep up to date with the industry and conduct research on emerging technologies and assessing their potential impact on the organisation's objectives.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.

Person Specification

Attributes	Essential	Desirable
Qualifications & Training	• A-level (or equivalent) • Relevant qualifications and training (e.g. Computer Science, Information Technology, Software Engineering, Management Information Systems, Change/Project Management)	•
Experience	• Relevant experience (4 years or more) of either managing or working as part of a technology team, managing programmes and projects in a complex environment, with a good understanding of IT infrastructure and architecture.	• Working with Microsoft Operating systems and architecture • Effective people management experience
Competencies & Behavioural requirements	• Leadership and influencing skills, with the ability to conduct sophisticated data analysis to inform technology decisions, bring order to complex situations and find innovative ways of solving or preempting problems. • Proven ability to coordinate organisation-wide technology projects and digital transformation, working with a diverse	•

	range of stakeholders from different disciplines and with differing viewpoints. • Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk, issue and change management. • Ability to deal with conflict and address any barriers or resistance to change. • Ability to think strategically and act pragmatically. • Strong written and verbal communication skills. • An understanding of and empathy with the aims and ethos of the Church of England	

Employee Name: **Line Manager Name:**

Signature: **Signature:**