

THE POST

College /Service:	Academic Services
Post:	Chief Information Officer
Reference No:	R10599
Reporting To:	Director of Academic Services
Responsible for:	Exeter IT

Interacts with: VCEG (Vice-Chancellor's Executive Group), SMG (Senior Management Group), PSMG (Professional Services Management Group), ISG (Infrastructure Strategy Group), Council, Senate, Colleges, Combined Academic Services Tremough Campus.

Job summary

The Chief Information Officer (CIO) provides the IT vision for the institution, ensuring that IT is aligned to the University's business and drives change, innovation and growth and delivers an institutional IT strategy that supports the University's position as a global University with a reputation for academic and research excellence and an outstanding student experience. The CIO operates at a high level, interacts with a wide range of stakeholder groups across the organisation and operates with a significant degree of independence and political acumen. The CIO is responsible for the leadership and development of Exeter IT, working with the Head of IT Operations to ensure it is an efficient, proactive and flexible service. The CIO post will be accountable for our Exeter IT Operation but most of the line management responsibility will be undertaken by Deborah Welland, our Head of IT Operations, because we want to ensure that the CIO has time for blue skies thinking, developing strategy and business alignment. The CIO will directly line manage Customer Relations; Information Security and Quality teams.

Key responsibilities and accountabilities

1. To provide the University's blue sky thinking and strategic IT vision
2. To involve and influence key stakeholders (including the University Council and the Vice Chancellors Executive Group) in creating and owning the IT strategy and other IT initiatives
3. To implement the IT strategy and technical architecture
4. To work with the University's dual assurance lead for IT and make a major contribution to senior decision making groups e.g. the Professional Services Management Group, the Senior Management Group and the Infrastructure Strategy Group
5. To work with Colleges and other Professional Services to drive out duplication between central and devolved IT staff to create a more transparent service and reduce costs
6. To ensure that the University is investing appropriately in IT and its institutional risk over long term investment in IT is managed effectively
7. To work with researchers to develop and implement a appropriate strategy for their high performance computing
8. To look for ways IT can transform the student learning experience and manage expectations in a more student driven environment
9. To lead change programmes across Exeter IT to ensure that the service is efficient, transparent and customer focussed
10. To lead on IT shared services initiatives with existing partners e.g. INTO, University College Falmouth and new ventures with external vendors/partners and other HEIs

11. To lead on other internal initiatives that involve IT processes e.g. lean processing, opportunities around managed services, out sourcing , benchmarking with the University's competitor group
12. To contribute to Academic Services balanced scorecard of KPIs and work alongside other divisional heads to ensure a joined up approach to supporting the student experience at Exeter
13. To identify emerging threats to the University and ensure that exposure around high profile information security is managed effectively

Personal attributes

- Significant experience in a senior IT leadership role in a large and complex public or private sector organisation
- Demonstrate the ability to develop and articulate a clear strategic vision - to see the 'big picture'
- Demonstrate the technical knowledge required to develop an overarching IT strategy
- Proven experience of leading change, motivating and developing staff and creating effective teams
- Inspire staff to be outward facing, customer focussed and integral to the university
- Demonstrate excellent communication and presentational skills in writing, presentations and interpersonal communication. Ability to communicate effectively with Council and VCEG is essential

Informal Enquiries

For an informal discussion about the role, please speak to Michele Shoebridge, Director of Academic Services on 01392 724671 email m.i.shoebridge@exeter.ac.uk or Geoff Williams (Human Resources) on 01392 723124.

Additional Information Relating to the Post

Salary

Salary will be circa £90k per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and is currently under review. Information about the proposed changes and the effective date of the changes can be found at www.ussconsultation.co.uk

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **25th August 2011**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at www.exeter.ac.uk/jobs . Please quote reference number **R10599** in any correspondence.

We expect to hold interviews in Exeter on **19th September 2011**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.