



• Maximising the power of sport to change lives •

JOB DESCRIPTION

Ref: HDT 0123

Job Title: Head of Digital Transformation

Grade: Grade 7

Salary Scale: £52,026-£55,685

Department: IT

Location: House of Sport, Belfast

Responsible to: Chief Operating Officer

Duration: 2-year fixed term (possibility for extension for 1 further year)

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation, from active participation to Olympic and Paralympic levels. Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives

Our DNA (attached)

Sport NI's values are excellence, integrity, collaboration and learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.

Overall purpose of job:

This role holder will head up Sport NI's Digital Transformation and lead the Sport NI IT Team to deliver secure, effective and cost-efficient digital infrastructure services and to run live IT operations that support Sport NI business objectives. The role holder will also be responsible for managing Sport NI's relationship with IT Assist.

Sport NI has been undertaking a digital transformation journey to refresh essential line of business applications including Finance, HR/Payroll and Grants Management applications. This also includes improving the Sport NI network infrastructure.

Sport NI looking for a Head of Digital Transformation who is passionate about the role IT can play in enabling business change, drives successful outcomes and displays strong technical leadership skills.

Duties and Responsibilities:

- Ensuring the effective management of the relationship with IT Assist and other key stakeholders (i.e. internal staff and Sport NI Board), during the design, development, implementation, and management of all projects. Ensuring projects comply with best practice, represent value for money and are delivered in line with appropriate policies.
- Development and implementation Sport NI ICT processes to support Sport NI essential line of business systems and meet changing demands with immediate priorities focusing on the review and refresh of our network infrastructure and key business applications including HR and Payroll, and Grants Management.
- Aligning new technical solutions through the identification of new and emerging hardware, software and communication technologies and products, services, methods and techniques and the assessment of their relevance.
- Develop a management information and data capture CRM system that enables effective oversight of Sport NI's corporate plan, aligned to the DfC's ten year strategy "Active Living" and associated funding and investment programmes.
- Appraisal, evaluation and management of systems and contributing to the technical development of new ICT solutions and processes, ensuring they are fit for purpose and provide value for money
- Overseeing the management of existing third-party service contracts and/or suppliers, including the management of service levels, contract breaches and exit management. Procurement and establishment of new contracts, in line with CPD guidance and applicable legislation.
- Management of service assets, management of any requests for change, full assessment of change impact and ensuring documentation is kept up-to date.
- Management of non-IT Assist assets (hardware, software, knowledge, warranties etc) including inventory, compliance, usage and disposal, aiming to optimise the total cost of ownership by minimising operating costs, improving investment decisions and capitalising on potential opportunities.
- Ensuring the maintenance of strong relationships with the Sport NI Executive Leadership Team and that the necessary communications channels are established to provide adequate opportunities for identifying business needs and providing updates on new services and evolving technologies.
- Ensuring that the Sport NI ICT Team is fully resourced and equipped with the skills, knowledge and technical toolsets to deliver a range of diverse services, ensuring the professional development of their staff, including monitoring of individual training and development plans
- Management of budgets, including lifecycle management of business cases, risk registers and benefits realisation plans. Driving efficiencies and identifying savings for the public purse
- Ensuring adherence to Sport NI governance and information assurance arrangements including ensuring the right data is captured and maintained to support the Executive Leadership Team in effective decision making, as well as overseeing information disposal in line with SNI Retention and Disposal policy and ensuring overall GDPR compliance.

- Involvement in Internal Audit and/or Northern Ireland Audit Office reviews as required and implementing agreed actions arising from such reviews.
- Continuity planning and support, including contributing to the development of Sport NI Business Continuity Plans (BCP) maintaining agreed levels of continuity.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.