# Hosting Proforma

Sport NI

Name of Host

Organisation

**1. Interchange Manager’s details**

Roslyn Duff

Name

Organisation/

Sport NI

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone Fax number

N/A

N/A

Number

[Roslyn.duff@sportni.net](mailto:Roslyn.duff@sportni.net)

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E-mail

Type of Opportunity

**IT Manager**

Secondment – Until 31 March 2024. Job Description appended

**2. Details of hosting opportunity**

Description of opportunity

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| Sport NI is the lead public body for the development of sport in NI. We are continuing our journey of transformation which has included culture, strategy and structure change and we are currently engaged in a digital transformation programme to support and complete the transformation. We remain committed to working closely with the sports sector and partners so that we continue to deliver with the mindset and results of a high performing team. With a new Executive Leadership Team in place, Sport NI is now seeking to add to our highly skilled team of Managers, to bring additional skills and experience to further resource the sports system.  The IT Manager will lead Sport NI’s IT Team to deliver secure, effective and cost-efficient digital infrastructure services and to run live IT operations that support Sport NI business objectives. S/he will also be responsible for information management, data protection and data security governance.  We are at an early but exciting stage in our digital transformation journey as an organisation but have a clearly identified vision and implementation roadmap with immediate priorities focusing on the review and refresh of our network infrastructure and key business applications including: Finance, HR and Payroll, and Grants Management. |

Main objectives of the opportunity

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| The IT Manager will lead Sport NI’s IT Team:   * To deliver secure, effective and cost-efficient digital infrastructure services. * To run live IT operations that support Sport NI business objectives. * To focus on the review and refresh of our network infrastructure and key business applications including: Finance, HR and Payroll, and Grants Management. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Educated to degree level or equivalent in a Bachelor’s Degree in IT, Computer Science or a Related Subject; And  A minimum 2yrs experience (or part time equivalent) demonstrable IT Manager experience; OR  At least 3yrs experience (or part time equivalent) demonstrable IT Manager experience.   * Demonstrable experience of leading people and projects within an ICT Function. * Demonstrable experience in developing effective relationships with a range of stakeholders to achieve strategic outcomes. * Excellent communication, negotiation and influencing skills. * Valid driving licence and access to a form of transport insured to enable the post holder to carry out the responsibilities of the post in full\*   \* This criterion will be waived in the Shortlisting by Application Form, in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by SportNI.  **Desirable Criteria**   * Experience of leading organisational change in an IT team. * Demonstrable experience of managing a team of staff. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Chief Operating Officer |

Who will be the individual’s line manager and/or reporting officer?

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| Chief Operating Officer |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Individual**  • Experience of working in a fast moving IT team  • The broad range of experience and responsibility from working closely with the Senior Management Team and the wider organisation  • Experience of working with a wide spectrum of stakeholders, building on relationships and networks (both established and new);  **Parent Organisation**  This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of areas such as IT strategy and infrastructure.  **Host Organisation**  This opportunity will provide Sport NI with an experienced staff member who will play a pivotal management role in the IT team |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: March 2022  **Duration**: It is anticipated that this opportunity will continue until 31st March 2024.  **Location**: House of Sport, Upper Malone Road, Belfast  Due to the ongoing Covid 19 restrictions, all staff are currently working from home in line with Government guidance, although some face-to-face meetings will be required.  **Salary:** £39,748 to £42,639 per annum. Salary scale and other related costs will be funded by Sport NI  **Funding**: Sport NI will fund from existing budgets  **Further information**: Further information: For further information about the post please contact Adrian Doherty by email at adriandoherty@sportni.net  **Closing Date:** Applications must be submitted by **Noon on Friday 21 January 2022** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Roslyn Duff** |

**Signed:**

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| **23 December 2021** |

**Date:**

**Duties and Responsibilities:**

* To lead and manage the IT operations, ensuring they meet the changing demands of a diverse group of Sport NI teams.
* Manage the Maintenance and development of essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.
* Manage the selection and procurement of support or systems from third party suppliers.
* Manage project suppliers, contracts and budgets to ensure the delivery of successful outcomes.
* Identify and implement IT solutions in response to current & emerging trends impacting on SNI strategic objectives to maximise Sport NI’s systems ensuring they add value and support staff to focus on high value and priority tasks and processes.
* To develop, lead and manage Sport NI’s management information systems to ensure the right data is captured and maintained to support the ET in effective decision making, as well as overseeing information disposal in line with SNI Retention and Disposal policy, and ensuring overall GDPR compliance.
* To develop, implement, monitor and review IT projects, applying appropriate project management principles and frameworks.
* Provide line management responsibilities for the IT team including coaching and learning and development.
* To lead and manage Information governance and IT security within Sport NI.

**Corporate Management**

* Effective management of resources, ensuring work completed aligns to Business and Corporate Plan objectives and is of a high quality, delivered on time and within budget.
* Contribution to corporate management of the organisation as a member of the Sport NI leadership team, undertaking duties of the post with regard to Sport NI’s DNA (Values).
* To manage individual and team performance and compliance with all Sport NI’s policies and procedures. This includes effective monitoring, reporting and evaluation of all projects and programmes for which the post holder has a responsibility.
* To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the post’s overall objectives.