

## Job Description

**Job Title:** Chief Information Officer

**Department:** Commercial Technology

**Reporting to:** Chief Executive Officer

**Remuneration:** £130,000 – £150,000 per annum plus benefits package

**Location:** Warrington

### Job Purpose:

To provide the vision and leadership required to plan, develop and implement flexible automated IT initiatives in support of the company's business strategy and ever changing corporate needs. Shaping and informing technology driven customer propositions eg iTills, Portal. Responsible for all aspects of the organization's IT infrastructure, systems, technical resource and for the delivery of business change.

### Principal Responsibilities:

#### Strategic Management:

- Plan, maintain and deliver an IT strategy which fully supports the company's business strategy/corporate direction.
- Provide technical consultancy both internally and to Shareholders/external customers to shape IT enabled solutions.

#### Financial Management:

- Oversight of change delivery across the organisation, utilising flexible governance controls/methodologies to provide clarity on timescales, costs and quality. Also personally sponsoring a number of change initiatives e.g. The Hardware/Software Refresh (IT MOT)
- Management responsibility for the IT and Change Delivery annual budgets (£1.8m Technology + £3.9m people costs) and IT Hardware/Software Refresh (IT MOT) (£0.9m Capex) budgets.
- Also a member of the Investment and Change committee who are responsible for the oversight of the company's Strategic Investment budget (£3m Capex + £1m Revenue).

**Staff Management:**

- Overall leadership of the IT and Change Delivery teams, ensuring IT/Change capability is able to respond promptly to the prioritised demands of the company's growth plans/objectives
- Optimising the in house/outsourced IT and change delivery model; necessitating contract/Supplier management across a wide range of key IT providers/business partners
- Overall management responsibility for 70-85 FTE(established and contractor personnel)
- 6 Direct reports

**Delivery:**

- Deliver flexible, secure, robust and cost effective technical solutions, which meet the ever-changing needs of the business and the governance requirements of Vaultex clients, shareholders, auditors and regulators.

**Relationships/Position in the Organisation:**

- Maintain an ongoing assessment of emerging technologies across the market and recommend/implement enhancements/improvements/innovation where it benefits the business and its customers.
- Member of senior business committees (Most notably OPCO, Investment and Change and Business Change Forum)
- Works closely with the Banks' teams as required, acting as a primary contact for IT led business solution shaping and for escalations/resolutions of material IT incidents.
- Ability to engage and negotiate with external suppliers (both operational and senior-level stakeholders).
- Ability to manage / influence internal stakeholders and teams at all levels including Board and Executive.

**Stakeholder Management:**

- Ensure that there is a strong focus on employee engagement, and how it is embedded through the Commercial Technology function.
- Ensure that the Commercial Technology decision are mind with the business in mind and finding opportunities to engage with the entire business, especially the operations.

**Commercial Management:**

- Ensure that the Commercial technology creates product and services that are marketable and appealing for future business bids.

### **Person Specification:**

#### **Experience**

- Proven track record in developing and implementing corporate IT strategies.
- Experience in managing teams and stakeholders at all levels across the business including demonstrable experience in dealing with senior stakeholders / Executive / Board level audiences.
- Extensive business knowledge and ability/experience in translating this into customer orientated IT led solutions
- Experience of driving employee engagement and results of an engaged workforce

#### **Knowledge/Qualifications**

- Comprehensive IT knowledge and expertise across the whole IT spectrum (Software, Infrastructure, Networks, IT Security)

#### **Skills/Abilities**

- Excellent influencing, time management and organisational skills.
- Strong communication skills.
- Leadership and team management
- Strategic planning and execution
- Complex problem solving and decision making
- Logical thinking. Ability to gather and analyse complex information quickly, design and test solutions to problems and formulate plans
- IT service management (ITIL)
- Complex programme/project delivery
- Budget management
- Contract/Supplier management

### **How to Apply:**

**The recruitment process is being undertaken by Inclusive Boards on behalf of Vaultex. If you wish to apply for this position, please supply the following by 23.59 31/09/2020**

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- [Diversity monitoring form](#) - your data will be stored separately from your application and will at no time be connected to you or your application.
- If you would like to discuss this role informally before applying, please call 0207 267 8369 to speak to Sam Carey or Elizabeth Oni-Iyiola.

Please submit your CV and Cover Letter to [vaultex@inclusiveboards.co.uk](mailto:vaultex@inclusiveboards.co.uk)

### **Equality Diversity and Inclusion**

Vaultex is committed to equality, diversity and inclusion and we particularly welcome people from all backgrounds to apply. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, gender, sexuality and socio-economic background.

### **During the application process we commit to:**

- Paying for childcare whilst you're at Vaultex interviews where these take place in person.
- Paying for your travel costs to the Vaultex office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have BSL interpreters organised in advance if you would like them.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.