



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of Development and Projects, Corporate Services



Salary: Grade 10 (£58,655 to £72,097 p.a.)

Reference: CSUIT1180

Closing date: 17th December 2017

Interview date: January 2018 (exact date to be confirmed)

Head of Development and Projects IT, Corporate Services

Are you an experienced and influential professional working at a senior level with a background of managing IT Development and Projects? Can you lead and collaborate with colleagues at all levels to deliver exceptional IT solutions? Would you like to be at the forefront of sector defining service developments at the University of Leeds?

Reporting to the IT Director, you will be an integral member of the IT Executive Leadership Team and will work closely with members of the University Executive Group to ensure IT delivers on the University's strategic aims and objectives.

As Head of Development and Projects you will be accountable for leading and managing a number of teams who develop and deliver systems critical to the effective delivery of University services. You will be accountable for the end to end software delivery lifecycle and of the teams that underpin the development, test and delivery IT solutions. You will also be accountable for the entire IT Service's project portfolio, ensuring the alignment of IT change to the University strategy.

You will have the ability to influence and balance strategic priorities, successfully shape and align highly complex programmes of change through strength of leadership and partnership across executive University stakeholders.

If you thrive on working in a complex environment, where your ability to navigate strategic risks and issues are as developed as your IT leadership skills, this is an exciting opportunity for you to make a real difference in a world-class organisation.

What does the role entail?

As Head of Development and Projects your main duties will include:

- Directing and delivering a sector leading vision for Development and Projects, which aligns to and influences University and IT strategies;
- Leading the delivery of Development and Projects across the University, shaping and delivering this significant strategic area consolidating and defining services as required;
- Accountable for a £multi-million annual IT project portfolio delivering major



strategic change into the University;

- Championing areas of responsibility, internally and externally, promoting innovation and ensuring the service provision meets the requirements of a world class, research intensive university and enables the delivery of the University's Strategic Plan;
- Collaborating with executives and senior leaders across Student Education, Research and Corporate Services to ensure effective delivery of IT elements of significant programmes of change, including the senior supplier engagement with external IT professional services;
- Having overall accountability for resources and budgets to achieve service delivery objectives to agreed performance, service and financial targets;
- Ensuring that appropriate processes and governance are in place for your area of responsibility and are aligned to the IT strategy, University objectives, processes and procedures;
- Developing and maintaining effective relationships with senior stakeholders, influencing and negotiating decision making at a University level to ensure that IT plans, projects and services proactively meet the University strategic objectives;
- Supporting customers and stakeholders through a service change programme, managing expectations and minimising change impact;
- Working collaboratively as a member of the IT Executive Leadership Team to articulate and influence the formulation of the IT Strategic Plan and overseeing delivery of associated strategic outcomes;
- Demonstrating exceptional people leadership, building and inspiring effective teams by directing and influencing the outputs of the immediate team, the wider IT service and the University.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Head of Development and Projects you will have:

- Significant experience of leading the delivery of high quality Development and Project services in a complex technological or academic environment;
- The ability to shape and deliver strategic goals in line with the IT strategy and



the University's vision;

- Experience of leading and managing large and complex technical teams, engaging and motivating staff to deliver sector leading Development and Project services and contribute towards transformational IT Services;
- The ability to provide expert advice to change initiatives within the University to enable articulation and structured initiation of IT work requests and projects;
- Experience of working effectively with a diverse range of senior stakeholders internal and external to the organisation;
- Highly effective communication and influencing skills, including the ability to quickly establish rapport and present complex ideas to both technical and non-technical audiences;
- Experience of leading and managing teams and individuals, engaging and motivating staff to deliver sector leading Development and Project services and contribute towards transformational IT Services;
- Strong understanding of standard ITIL processes including service introduction and change management.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

As part of the application process you will be required to upload the following documents:

- A CV;
- A statement detailing how you meet the criteria.

Contact information

To explore the post further or for any queries you may have, please contact:

Jim Slack, IT Director

Tel: +44 (0)113 343 7087

Email: IT-HR@leeds.ac.uk



Additional information

Due to the significant IT development expected during these programmes, this role will have a shared reporting line between senior business stakeholders and the Director of IT.

Find out more about [IT](#) on our website.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

A diverse workforce

The University of Leeds holds the [Athena SWAN Bronze Award](#) in recognition of our success in recruiting, retaining and developing/promoting women in Science, Technology, Engineering, Medicine and Mathematics (STEMM). We also offer a number of family-friendly employment practices that are designed to enable a good work-life balance.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

