CANDIDATE BRIEF
Chief Digital and Information Officer

Salary: Grade 10 – competitive, based on expertise and experience

Reporting to: Chief Operating Officer

Fixed term for two years (internal secondment)

Applications are ring fenced to existing University of Leeds employees

Reference: CSVCS1055

Closing date: 1 May 2025

We may consider flexible working arrangements

Chief Digital and Information Officer

Reports to: Chief Operating Officer

Key partnerships: Senior leadership teams within IT and the Library
Deputy Vice-Chancellors (Research & Innovation and Student Education)
University Executive Group
Chief Operating Officer Executive Leadership Team
Faculty Executive Groups

Overview of the Role

The University of Leeds seeks a strategic, innovative and collaborative leader to serve as the Chief Digital and Information Officer (CDIO). This new role will provide strategic leadership across digital (IT) and information (library) services, exploring how bringing strategic leadership of these teams together could enhance relationships and collaborative ways of working and further develop the user experience and effectiveness of the services delivered.

As CDIO you will explore how enhanced partnership working between the two teams and others across professional services can support digital transformation and enhance information services, ensuring alignment of both with the University's student education, research and operational strategies.

You will possess a deep understanding of the requirements of a large, research-intensive University and demonstrate the ability to collaborate effectively with a diverse range of stakeholders. You will have experience of managing transformational change in a complex environment and an understanding of how to design services with a user centric focus.

You will be a forward-thinking leader who seeks and builds opportunities for collaboration and innovation, champions the use of technology in academic research and student education, and supports the digital transformation of the University's professional and academic services. You will operate seamlessly across organisational units and work in active partnership with academic and professional

services colleagues to enhance service effectiveness whilst driving continued organisational efficiency.

Main duties and responsibilities

As Chief Digital and Information Officer, you will be responsible for oversight of digital and information services across the University. A primary focus of the role will be exploring how collaboration between these services can improve service effectiveness and user experience, deliver operational efficiencies, and support and enable delivery of the University's education and research missions.

You will:
- Lead, develop and harness the benefits of greater collaboration between digital and information services as well as seeking opportunities for alignment and collaboration with other Professional Services;
- Work in partnership with senior leadership teams in IT and the library, DVCs, service users, University Executive Group and other stakeholders to explore how they can work together to further enhance and develop a high quality, user focused service which is able to respond appropriately to changes in requirements and in the digital landscape;
- Provide advice and leadership to the University Executive on the integration and delivery of digital and information services across all levels of the University;
- Work closely with senior academic, research, and Professional Services leaders to ensure digital and information services support the University's strategic vision, aligning digital and information initiatives with institutional goals and enabling innovation and efficiency across the institution;
- Drive opportunities for service enhancement and efficiency gains across both services and ensure that the University identifies, evaluates, delivers and exploits digitally-enabled and contemporary developments in information services provision, student education and research support, and other business areas;
- Lead the development, implementation and delivery of internal and external engagement strategies to increase student and staff access and participation in the services provided by IT and the Library;
- Drive digital transformation initiatives across the University, ensuring the effective use of technology to enhance research productivity, collaboration, and knowledge dissemination;

- Oversee the management of the University's IT infrastructure, systems, and services, ensuring that they are scalable, secure, and support cutting-edge research and student education activities;
- Ensure that the University's information technology and online infrastructure develops as a strategic asset, capable of creating value across all institutional activities as appropriate and in parallel ensuring compliance with allied legislative and governance requirements;
- Oversee annual operating and capital expenditure budget for IT and the Library to ensure the investment in technologies and information is consistent with the University's overall strategic objectives and is within financial plan;
- Engage with external stakeholders and industry partners, to ensure the University remains at the forefront of technology and information management;
- Foster a culture of continuous improvement and excellence within both the digital and information services, supporting professional development and the recruitment of world-class talent;
- Undertake all activities in line with University values and standards.

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.

Qualifications and skills

As Chief Digital and Information Officer, you will have:
- Substantial experience of successful leadership of a large, complex function, with a good understanding of digital and information services, preferably within a higher education or research-intensive environment;
- Demonstrated success in leading digital transformation initiatives and managing large-scale projects;
- Proven experience in creating and leading successful organisational and culture change, setting strategic objectives and driving implementation;
- In-depth knowledge of information governance, data protection regulations, and best practices in information security;
- Familiarity with library and information management systems, digital archives, and scholarly publishing tools;
- Exceptional interpersonal and communication skills, and political astuteness, with a track record of the ability to establish rapport, work collaboratively, instil confidence and be influential across a diverse range of stakeholders;

- Ability to navigate complex academic environments, drive technological progress, and foster collaborative relationships to support institutional objectives;
- A collaborative leadership style with a focus on building strong, high-performing teams across diverse areas of the University;
- Knowledge of emerging trends and technologies in higher education, including AI, data science, machine learning, and open research;
- Experience in managing large teams and complex budgets, and a strong commitment to inclusivity and diversity in leadership.

New Structure
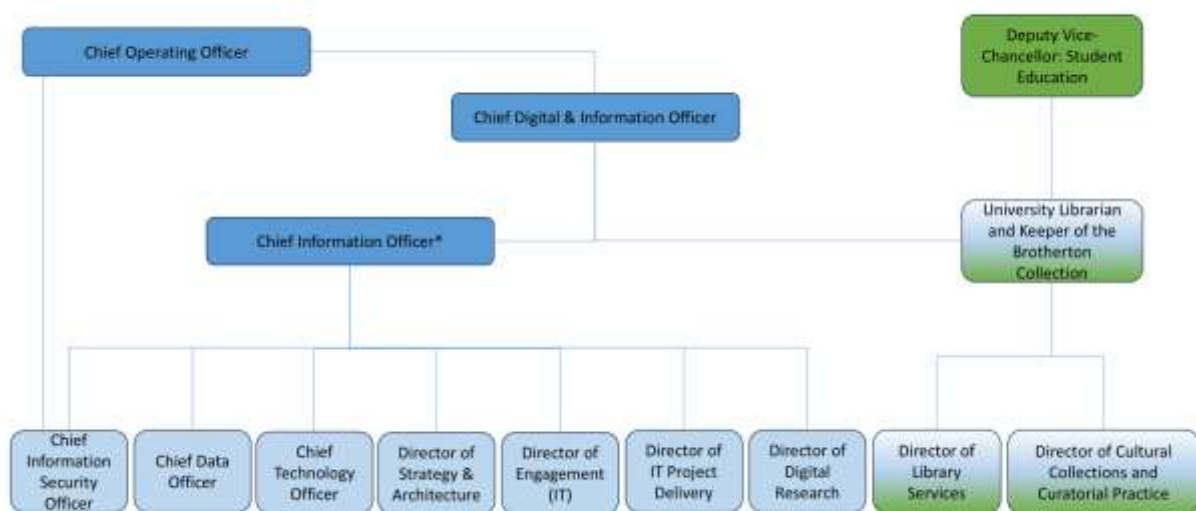
*Post vacant and remains nominally in the structure for the appointee to the CDIO role to consider whether it (or a similar role) is required.

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.

Your application should include a CV and a covering letter outlining your suitability for the role, including relevant experience and achievements.

Contact information

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

Rachel Brealey, Chief Operating Officer
Email: r.a.brealey@leeds.ac.uk

Additional information

Working at Leeds
We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University
At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our How to Apply information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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.