# Job Description

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| **Job Title:** | Director of Infrastructure and Technology | **Department:** | Board of Directors |
| **Line Manager:** | Company Directors | **Date:** | Immediate start |
| **Hours:** | Our full-time working week is 40 hours, the candidate is expected to work the hours needed in the role | **Location:** | Hybrid working:  3 days in our Marylebone Office and 2 days remotely per week. |

# Job Profile

Our Company is a leading, digitised supply chain company specialising in providing innovative solutions and services to streamline the flow of technology products from manufacturers to end-users. We operate in a fast-paced and dynamic industry, constantly adapting to emerging technologies and market demands.

**Purpose of the Role**

Are you a senior IT professional or have Consulting background with a track record of leading end-to-end programmes, working with C-Suite stakeholders and other Senior Business Partners to set the technology strategy to achieve the business goals? You will play a pivotal role in shaping our technological vision, strategy by leveraging your expertise in Software Engineering or similar discipline.

We are seeking an experienced visionary, to lead our technology team and drive the development, implementation, and maintenance of cutting-edge IT solutions. You will be responsible for aligning technology initiatives with the overall business strategy, overseeing the team, and ensuring the delivery of high-quality products and services to our customers.

The future of this role will be steered by your desire to grow yourself and the team, and if not already a CTO, to become our CTO.

**Decision Making and Authority**

The Director of Infrastructure and Technology has the authority to create and prioritise projects and tasks to delegate to the technical teams. They will be responsible for defining the direction and strategy of the organisation. You will be responsible for building growth and profitability through working innovatively with the heads of departments in the designing of the company’s solutions, products, and services. You will be responsible for reviewing the current infrastructure and assembling teams to deliver high quality services while maximising resource and with a focus on sustainable development goals and ESG.

**Guidance and Direction**

Reporting to the board of directors, this is a senior position and involves overseeing the technical team, managing KPI’s and making day-to-day decisions on behalf of the Company.

**Key Relationships and Context**

The Director of Infrastructure and Technology will have managerial responsibility for department heads and overseeing the productivity with consideration to the Company’s policies and procedures.

**Working Environment**

The Company operate a hybrid working policy with a minimum of three days working from the conveniently located London office.

# Duties and Key Responsibilities

**Responsibilities:**

**Technology Strategy and Vision:**

* Oversee head of departments to develop a clear technology strategy that aligns with the company's goals and objectives.

**Leadership:**

* Lead the IT and Technology department, including accountability for direct management of Heads of department who have responsibility for database developers, IT professionals, and other technical specialists.
* Foster a culture of innovation, collaboration, accountability and continuous improvement in not just technology, but also leadership and soft skills across the Company.
* Provide technical and operational thought leadership and insight that inspires and motivates the team to ensure high levels of productivity, professionalism and skill development.
* Actively develop individuals within your team to ensure the Company has succession and sustainability within our people resources.

**Product Development and Management:**

* Oversee the design, development and deployment of our solutions
* Collaborate with cross-functional teams, including product management, sales, and development, to prioritise product roadmap and features.

**Technology Architecture and Infrastructure:**

* Design and maintain a scalable, reliable, and secure technology infrastructure that supports the company's growth and expansion.
* Maintain up-to-date knowledge of technology standards, industry trends, emerging technologies and software development best practice and apply as appropriate.
* Evaluate and implement new technologies and tools to enhance efficiency, security, and user experience.
* Identify market obstacles and technical hurdles and manage risks appropriately.

**Quality Assurance and Compliance:**

* Establish and enforce rigorous quality assurance standards and processes to deliver robust, bug-free products and services.
* Ensure compliance with relevant industry standards, regulations, licenses, and data security practices.

**Vendor Management:**

* Manage vendor relationships, contracts, and service level agreements to ensure seamless collaboration.

**Data Analytics and Business Intelligence:**

* Utilize data-driven insights to make informed decisions and improve business operations and customer experiences.
* Develop and implement data analytics strategies to optimise supply chain processes and customer satisfaction.

# Person Specification

The right candidate will have proven experience in a similar leadership role, a degree in engineering or computer science, understand business planning and budgets, and have a flair for technological research and analysis.

**Experience and Skills**

**Essential**

* Proven Experience in a senior technology leadership role or existing CTO within either the technology or supply chain sector
* Demonstrated success in leading and scaling technology teams in a fast-paced, high-growth environment.
* Extensive background in software engineering, development and architecture This can come from any kind of technology as the focus is on delivery of a sustainable and advance solution strategy (i.e. C#, .Net, SQL / PSQL, Oracle APEX, JAVA, Microsoft Azure etc.)
* Strategic thinking and ability to lead a technology vision
* Excellent stakeholder management, both external and internal at all levels
* Proven track record of delivering successful programmes and not just individual projects, utilising accredited project management methodology
* In-depth knowledge of industry standards, best practice, regulations and compliance
* Excellent strategic planning and problem-solving skills.
* Outstanding communication and interpersonal abilities to collaborate with cross-functional teams and stakeholders.
* Strong leadership, mentoring and team-building capabilities.
* Comfortable getting into the weeds: Exceptional attention to detail and ability to gather and incorporate detailed requirements from stakeholders into solutions is a must

**Desirable**

* A Masters degree in computing, digital, engineering subject or equivalent technical experience.
* Project management certification and practitioner
* Web services, APIs, enterprise system architecture
* Experience of ERP (Oracle/SAP)
* Current certification(s) in the technology stack
* Experience of data visualisation tools – Power BI, Tableau

Joining us as our Director of Infrastructure and Technology offers an exciting opportunity to drive technological innovation and make a significant impact on the success of our organisation. If you are a forward-thinking technology leader with a passion for supply chain efficiency and customer satisfaction, we invite you to apply for this crucial role in our team.

*The job description is an operational document that does not form part of the contract of employment.*

*There may be times when an individual is expected to perform tasks that are not be expressly stated in the job description but are necessary in the day-to-day performance of their duties.*

*The job description be amended as necessary to meet the changing needs of the organisation.*