# Head of Technology, Strategy and Innovation

Service: IT

Responsible To: CEO

Salary: £70,000 to £75,000 (based on experience)

## Role Overview

The Head of Technology Strategy and Innovation is responsible for developing and executing the Foundations technology vision, aligned with critical business objectives and to ensure it drives quality service outcomes. This role focuses on strategic planning, innovation, and leadership across all technology functions and oversight of business transformation programmes that have a strong digital element

**Key Responsibilities:**

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| **Area**  | **Responsibilities**  |
| **Strategy**  | Develop and implement a technology strategy for information and assistive technologies, aligned with business objectives.  |
| **Innovation**  | Drive innovation in new and emerging technology trends and identify where they can support the Foundations objectives. Also develop enhanced digital transformation processes that foster agile and efficient delivery.  |
| **Stakeholder Engagement**  | Act as a liaison between technology functions and other business units and communicate technology strategies and initiatives to stakeholders, gaining buy-in and support.  |
| **Culture and Values**  | Lead, mentor, and develop the technology teams to foster a culture of innovation and collaboration that reflect the Foundations values.  |
| **Team Management**  | Lead, mentor, and manage the IT Operations Manager and the Business Systems Manager, including recruitment, training, skills development and performance evaluations.  |
| **Programme Management**  | Oversee key business transformation projects with a strong digital focus.  |
| **Business Systems**  | Work closely with the Business Systems Manager to ensure data supports strategic insights and systems drives automation across the Foundation.  |
| **IT Operations**  | Work closely with the IT Operations Manager to ensure IT services and technology infrastructure support strategic initiatives.  |
| **Skills and Knowledge**  | Continuously develop in-house expertise in current technologies while developing skills in-line with advancements in the technology landscape.  |
| **Vendor and Partner Management**  | Oversee relationships with third-party service providers and vendors and negotiate contracts and ensure service levels meet organisational needs.  |
| **Budgeting and** **Resource Allocation**  | Develop and manage the technology budget, ensuring efficient use of resources. Monitor expenditures and implement cost-saving measures where appropriate.  |
| **Risk Management and Compliance**  | Ensure all technology practices comply with regulatory requirements. Develop policies to mitigate technological risks.  |

# Person Specification

**Essential Criteria**

## Qualifications and Experience

The role requires the following qualifications and experience:

* Degree level or significant equivalent experience
* Demonstrated leadership in technology strategy and Execution.
* Advanced skills in strategic planning and organisational development.
* Exceptional communication and interpersonal skills.
* Proven ability to collaborate effectively with cross-functional teams.
* Extensive experience in leading digital transformation initiatives.

## Role Requirements

This role necessitates a broad influence across the organisation and is primarily on-site, with some flexibility for remote work. Regular travel across all Percy Hedley sites is essential.

# Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

* Participate in the review of the Foundations Policies, Procedures and Processes;
* Participate in arrangements for the performance development review process
* Participate in arrangements for further training and professional development
* Keep up to date with changes or developments within your professional area
* Fully participate in the induction and training programme provided by the Percy Hedley Foundation
* Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

* Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
* Recognise that disabled people are individuals who have specific needs
* Employ support strategies that will empower disabled people
* Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
* Recognise the importance of inclusion by using appropriate means of communication at all times
* Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

* Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
* Purchase equipment from a recognised source
* Report all incidents and accidents to Health and Safety Officer
* Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

* Safeguarding is everyone’s responsibility.
* Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
* The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

## Confidentiality

* Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people’s needs, progress and assessment should only be shared with the team to aid support
* Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

# About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a personcentred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.

