1. **Job Details**
Job title: IT Manager  
School/Support Department: Chemistry  
Unit (if applicable):  
Line manager: Head of Academic Section

2. **Job Purpose**
To develop and implement the School of Chemistry’s IT strategy. To manage the School of Chemistry’s computing support service, ensuring that this meets the needs of staff and students. To manage the School’s computing budget and the purchase of hardware and software.

3. **Main Responsibilities**

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<th>Approx. % of time</th>
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<tr>
<td>1. Formulate and implement IT strategy. Evaluate the IT needs for the School and advise on current developments and their importance to the School.</td>
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<td>2. Manage the School of Chemistry’s Computing Officer, ensuring that his/her training needs are met.</td>
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<td>3. Responsible for all aspects of security on the fileservers, and provide advice on security issues to staff. Authorise the creation of new users, workgroups and containers on the fileservers. Maintain adequate virus protection, advise on aspects of virus attacks and develop solutions to them.</td>
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<td>4. Oversee the School World Wide Web presence, which is managed by the School Computing Officer.</td>
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<td>5. Advise on all aspects of hardware and software purchases within the School.</td>
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<td>6. Determine School policy and advise staff on, data management and security issues.</td>
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4. **Planning and Organising**
Examples of the way the postholder requires to plan and organise the work include:
- planning and costing large-scale IT projects (6 to 12 months) to small-scale projects (two weeks);
- reviewing IT needs of the School and implementing an IT strategy (long-term); and
- responding to IT problems which are virus or security-related (short-term).

5. **Problem Solving**
Examples of problems that the postholder has to solve include:
- implementing system changes e.g. the move to the managed desktop, and persuading/encouraging staff to adopt new systems; and
- technical problems relating to e.g. security or virus issues
6. Decision Making
Examples of decisions the postholder will take include:
- determining the IT strategy for the School of Chemistry - defining what the School's needs and what solution will best meet them;
- technical changes to the network, server management etc; and
- how to plan for the implementation of new systems.

7. Key Contacts/Relationships
The postholder’s key contacts will include:
- all members of staff, in order to develop and implement IT strategy;
- research postgraduate students;
- EUCS; and
- IT managers in other Schools.

8. Knowledge, Skills and Experience Needed for the Job
Degree in Computer Science and up to 5 years work experience in IT management, including experience of managing large scale projects, and implementing/managing change. Staff management experience. Strong communication skills, and planning and organisation skills.

9. Dimensions
- Direct reports: 1
- Approximate number of indirect reports: 0
- Approximate number of staff affected by the postholder: 120
- Financial: computing budget
- Approximate number of students/customers affected by the postholder: 140 undergraduates.

10. Job Context and any other relevant information