

# HELP SHAPE OUR AMAZING TECHNOLOGY...

SINCE DAY ONE, TECHNOLOGY HAS BEEN AT THE FOREFRONT OF COLMORE'S BUSINESS.

Are you passionate about technology and making change? Would you like to help drive the digital agenda at Colmore?

**Our IT and Data and Applications Management teams serve to drive our technology development and deliver cutting edge and innovative solutions to both our clients and business teams. Improving the client experience as well as the business processes and efficiencies.**

We are looking for an IT Manager to join our technology team to help drive improvements across our company. A key part of the role is managing our outsourced IT providers and our internal data engineering team. A passion for the Cloud is a must...

## THAT'S WHERE YOU COME IN...

We are looking for a forward-thinking, technology driven individual with experience in our industry, to join our IT and Technology team in the Birmingham office. Applicants should have proficiency in cloud infrastructures; Familiarity with cloud computing (PaaS and IaaS) in Azure is desirable; Expert in Office 365 technology and solutions; Solid understanding of data visualization tools (SSRS, Power BI); Experience in managing complex security and compliance requirements; Strong background in project management, particularly in agile methodologies; Experience in managing third party providers.

**IF THIS IS AN OPPORTUNITY YOU'D LIKE TO PURSUE, WE'D LOVE TO HEAR FROM YOU.**

## Job Description

<b>Department:</b>	IT
<b>Title:</b>	IT Manager
<b>Level:</b>	VP
<b>Reporting to:</b>	Director
<b>Contract Type:</b>	Permanent
<b>Office:</b>	Birmingham

### Role

The IT Manager is a hands-on role, managing the Systems Engineering and Support Desk, both of which are an outsourced function, to deliver the network and applications platform to achieve the goals of Colmore.

This position builds the capabilities to design and optimally build-out infrastructure systems. This includes organizing and managing technical staff, vendor management, and overall operations infrastructure, and developing, standardizing, maintaining, supporting and optimizing key functional areas, their evolution and growth in the near and long-term.

The role includes the management of Colmore's Data and Application Management team, a core internal development team responsible for Colmore's application platform and data engineering solutions.

### Tasks and responsibilities:

Implement the strategic plan related to the stable, secure and cost effective operation of the organization's IT infrastructure.

Recommends and manages short and long term projects designed to meet business requirements for infrastructure functionality, performance, availability, cost and business continuity needs while taking into account business direction and growth strategies.

Work closely with outsourcing partners on the design and administration of cloud architecture, network systems, storage solutions, and virtual environments.

Day to day management of Colmore's Data and Application Management team. The team are responsible for Colmore's core business applications and the development of proprietary Data Warehouse.

Ensures compliance to, infrastructure related IT governance, Legal and Regulatory required policies and procedures, such as access management and change management

Leads a diverse IT team; communicates job expectations; assembles and coordinates project team members; assign individual responsibilities, planning, monitoring, measuring, and appraising job results to measurable goals and detect potential performance problems, provide feedback for corrective action.

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Organizes and manages all phases of projects to ensure on-time, scope and within budget.

Demonstrates ability to lead initiatives in planning, developing and executing business process re-engineering activities and creates sustainable, strong and repeatable processes integrated into day-to-day operations.

Demonstrates trouble shooting and critical thinking skills.

Manages strategic outsourcing partnerships resulting in scalable and repeatable resourcing of projects.

Design and implement short and long term strategic plans to ensure infrastructure capacity meets existing and future requirements.

Define hardware, software and communication standards in conjunction with owners and stakeholders.

Develop testing methodologies for infrastructure performance and security.

Describes work flow and systems applications in a clear, concise manner.

Experience working with cloud platforms (AWS/Azure)

You will serve as an expert and leader and work closely with Office 365 technologies

Develop proposed budgets and manage operational costs; conduct near and long-term financial forecasts for expanded functionality/user base.

Establish and maintain regular written and in-person communications with the organization's executives, stakeholders, department heads, and end users regarding pertinent infrastructure activities.

Provide details for completion of RFPs, bid proposals, contracts, scope of work reports, and other documentation for infrastructure projects and associated efforts.

## **Experience / background:**

Bachelor's degree (preferred) or equivalent from an accredited college or university in Information Management, Computer Science, Computer Systems Engineering, Business Administration, Mathematics, or a related field.

A minimum of 5 years of related experience in the implementation, management and maintenance of information technology infrastructure and IT systems including cloud architectures, server technologies, and communication technologies.

Strong leadership skills, technical acumen and critical thinking to build strong engineering and team capabilities.

Proven ability to work with diverse stakeholders, manage competing agendas and priorities

Proven Project and team management experience

## **Language skills:**

English (fluent – oral and written)

**Competencies:**

Forward thinking, creative, efficient

Excellent organizational, analytical, communication and interpersonal skills

Must possess strong analytical and problem-solving skills. Ability to work independently and as part of a team.

Ability to work accurately under pressure and to meet tight deadlines, whilst maintaining commitment to quality

Keeping pace with emerging technologies

**Management of people:**

Data and Applications Management Team

**Compiled by:**

Gareth Parsons

**Date:**

October 2018