# Hosting Proforma

Sport NI

Name of Host

Organisation

**1. Interchange Manager’s details**

Nicola Algie

Name

Organisation/

Sport NI

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone

N/A

Number

nicolaalgie@sportni.net

ro

E-mail

Type of Opportunity

Secondment – 2 years with a possibility of extension for 1 further year.

Head of Digital Transformation

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation, from active participation to Olympic and Paralympic levels. Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.  Sport NI looking for a Head of Digital Transformation who is passionate about the role IT can play in enabling business change, drives successful outcomes and displays strong technical leadership skills.  This role holder will head up Sport NI’s Digital Transformation and lead the Sport NI IT Team to deliver secure, effective and cost-efficient digital infrastructure services and to run live IT operations that support Sport NI business objectives. The role holder will also be responsible for managing Sport NI’s relationship with IT Assist.  Sport NI has been undertaking a digital transformation journey to refresh essential line of business applications including Finance, HR/Payroll and Grants Management applications. This also includes improving the Sport NI network infrastructure. |

Main objectives of the opportunity

|  |
| --- |
| The Head of Digital Transformation will lead Sport NI’s IT Team, ensuring the effective management of the relationship with IT Assist and other key stakeholders (i.e. internal staff and Sport NI Board), during the design, development, implementation, and management of all projects. Ensuring projects comply with best practice, represent value for money and are delivered in line with appropriate policies.  Furthermore, the postholder will be responsible for the development and implementation Sport NI ICT processes to support Sport NI essential line of business systems and meet changing demands with immediate priorities focusing on the review and refresh of our network infrastructure and key business applications including HR and Payroll, and Grants Management.  A full job description can be viewed in Annex 1 |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **Essential Criteria**   * A Level 4 qualification or equivalent in Computing, Software Engineering or other discipline relevant to Information Systems and Information Technology\*.   **AND**  At least 4 year’s relevant experience of successfully exploiting ICT for the benefit of an organisation(s)\*\*.  **OR**  At least 6 years’ direct experience of successfully exploiting ICT for the benefit of an organisation(s)\*\*.  **AND**   * At least 2 years’ experience of having a significant role in the delivery of a substantial contract, involving long term and strategic relationships/partnerships with external IT providers. * At least 2 years’ experience of successfully developing and delivering a significant IT project   which has a medium to long term impact on resources and/or policy and strategy.   * At least 2 years’ experience of interpreting and communicating technical issues to senior   management, to influence key decisions.  **Desirable Criteria\*\*\***   * At least 2 years’ experience of leading and developing a team to deliver diverse and complex ICT services, whilst meeting competing objectives.   **Note to Applicants**  *\*Only those courses where a computing content of 50% or more can be demonstrated to the satisfaction of the panel will be considered relevant. The onus is on you to provide sufficient details to demonstrate this*  *\*\*This would involve understanding the key business drivers affecting the organisation, identifying opportunities, and implementing Information Technology (IT) led interventions to deliver service improvements and business benefits.*  **\*\*\***In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection desirable criteria may be used |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Chief Operating Officer |

Who will be the individual’s line manager and/or reporting officer?

|  |
| --- |
| Chief Operating Officer |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

|  |
| --- |
| **Individual**  • Acting as a key advocate and leading an organisation in digital transformation.  • The broad range of experience and responsibility from working closely with the Senior Management Team and the wider organisation  • Experience of working with a wide spectrum of stakeholders, building on relationships and networks (both established and new);  **Parent Organisation**  This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of areas such as IT strategy and infrastructure.  **Host Organisation**  This opportunity will provide Sport NI with an experienced staff member who will play a pivotal management role in the IT team |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

|  |
| --- |
| **Start Date**: January 2023  **Duration**: 2 years with a possibility of extension for 1 further year.  **Location**: House of Sport, Upper Malone Road, Belfast and on occasion travel to Sport NI’s two other sites at Tollymore National Outdoor Centre and Sport NI’s Sports Institute at Jordanstown.  Sport NI is currently operating a Hybrid working approach between the office and working from home.  **Salary****:** £52,026-£55,685 per annum. Salary scale and other related costs will be funded by Sport NI  **Funding**: Sport NI will fund from its existing budgets  **Further information**: Further information: For further information about the post please contact the HR Team by email at [recruitment@sportni.net](mailto:recruitment@sportni.net)  **Closing Date:** Authorised Applications must be submitted by **4.00pm on Friday 09 December 2022** , to  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Nicola Algie** |

**Signed:**

|  |
| --- |
| **22 November 2022** |

**Date:**

**Annex 1**

**JOB DESCRIPTION**

**Job Title: Head of Digital Transformation**

**Grade: Grade 7**

**Salary Scale: £52,026-£55,685**

**Department: IT**

**Location: House of Sport, Belfast**

**Responsible to: Chief Operating Officer**

**Duration: 2-year fixed term (possibility for extension for 1 further year)**

**Organisational background:**

**Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation, from active participation to Olympic and Paralympic levels. Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.**

**Our mission statement is:**

**We are passionate about maximising the power of sport to change lives**

**Our DNA (attached)**

**Sport NI’s values are excellence, integrity, collaboration and learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.**

**Overall purpose of job:**

**This role holder will head up Sport NI’s Digital Transformation and lead the Sport NI IT Team to deliver secure, effective and cost-efficient digital infrastructure services and to run live IT operations that support Sport NI business objectives. The role holder will also be responsible for managing Sport NI’s relationship with IT Assist.**

**Sport NI has been undertaking a digital transformation journey to refresh essential line of business applications including Finance, HR/Payroll and Grants Management applications. This also includes improving the Sport NI network infrastructure.**

**Sport NI looking for a Head of Digital Transformation who is passionate about the role IT can play in enabling business change, drives successful outcomes and displays strong technical leadership skills.**

**Duties and Responsibilities:**

**• Ensuring the effective management of the relationship with IT Assist and other key stakeholders (i.e. internal staff and Sport NI Board), during the design, development, implementation, and management of all projects. Ensuring projects comply with best practice, represent value for money and are delivered in line with appropriate policies.**

**• Development and implementation Sport NI ICT processes to support Sport NI essential line of business systems and meet changing demands with immediate priorities focusing on the review and refresh of our network infrastructure and key business applications including HR and Payroll, and Grants Management.**

**• Aligning new technical solutions through the identification of new and emerging hardware, software and communication technologies and products, services, methods and techniques and the assessment of their relevance.**

**• Develop a management information and data capture CRM system that enables effective oversight of Sport NI’s corporate plan, aligned to the DfC’s ten yean strategy “Active Living” and associated funding and investment programmes.**

**• Appraisal, evaluation and management of systems and contributing to the technical development of new ICT solutions and processes, ensuring they are fit for purpose and provide value for money**

**• Overseeing the management of existing third-party service contracts and/or suppliers, including the management of service levels, contract breaches and exit management. Procurement and establishment of new contracts, in line with CPD guidance and applicable legislation.**

**• Management of service assets, management of any requests for change, full assessment of change impact and ensuring documentation is kept up-to date.**

**• Management of non-IT Assist assets (hardware, software, knowledge, warranties etc) including inventory, compliance, usage and disposal, aiming to optimise the total cost of ownership by minimising operating costs, improving investment decisions and capitalising on potential opportunities.**

**• Ensuring the maintenance of strong relationships with the Sport NI Executive Leadership Team and that the necessary communications channels are established to provide adequate opportunities for identifying business needs and providing updates on new services and evolving technologies.**

**• Ensuring that the Sport NI ICT Team is fully resourced and equipped with the skills, knowledge and technical toolsets to deliver a range of diverse services, ensuring the professional development of their staff, including monitoring of individual training and development plans**

**• Management of budgets, including lifecycle management of business cases, risk registers and benefits realisation plans. Driving efficiencies and identifying savings for the public purse**

**• Ensuring adherence to Sport NI governance and information assurance arrangements including ensuring the right data is captured and maintained to support the Executive Leadership Team in effective decision making, as well as overseeing information disposal in line with SNI Retention and Disposal policy and ensuring overall GDPR compliance.**

**• Involvement in Internal Audit and/or Northern Ireland Audit Office reviews as required and implementing agreed actions arising from such reviews.**

**• Continuity planning and support, including contributing to the development of Sport NI Business Continuity Plans (BCP) maintaining agreed levels of continuity.**

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.**