

## Interim Chief Information Officer – Oxford Archaeology

A multi-disciplinary practice covering all aspects of the historic environment, providing everything from archaeological excavations and survey, landscape and buildings studies, complex geospatial data management systems to heritage consultancy services.

Most Archaeological work today is carried out in advance of development and as a leading service provider in the field, Oxford Archaeology services thousands of happy clients in excavation and heritage management. As a registered charity there is a focus on helping people to discover and enjoy their heritage, welcoming many visitors to excavation sites on open days and helping to reengage communities with their past.

Oxford Archaeology is a medium sized charity (turnover c £25 million and currently 400 employees split across three regional offices) that undertakes archaeology in the UK and abroad largely through its work in the commercial sector. An Interim Chief Information Officer (CIO) is required to develop and implement a strategy which will transform the IT, systems and digital platforms in use within the organisation.

The role is offered on a fixed term basis (12-18 months). The role is full time (37.5 hours per week) although OA would consider applications on a reduced time basis (four days per week). Salary negotiable. OA can also offer membership of a 'defined benefit' Local Authority pension scheme; Holidays, exc bank holidays and concessionary days, 28 days.

### The Role

Reporting to the Chief Executive Officer, the postholder will work closely with the Executive Team to develop and implement the strategy. The role is key to the organisation delivering its strategic and charitable objectives and will be responsible for delivering:

***Systems & IT Transformation:*** successful development and implementation of a Systems and IT Strategy. The strategy will focus on moving away from the current IT platform that comprises an on-premise, self-hosted, bespoke and open-source approach towards a hybrid architecture combining enterprise cloud services and some on-premise provision.

***Strategic oversight and development of IT operational and service management functions:*** ensuring the stable operation of the IT estate before, during, and after the implementation of the Systems and IT Strategy.

***Digital Transformation:*** successful development and implementation of a Digital Strategy. The strategy will focus on building digital capacity within the organisation to ensure successful delivery of our business goals.

### Skills and Experience

We are looking for the following skills and experience:

- Recent and relevant experience of successfully leading complex technology systems implementation programmes;

- Significant experience defining and implementing systems, IT and digital strategies, bringing a digital mind-set to an organisation and building IT and digital capabilities;
- Demonstrable experience migrating from stand-alone systems to integrated solutions;
- Recent and relevant experience leading an information technology function;
- Strong team building, re-structuring and leadership capabilities;
- Ability to maintain a strategic focus whilst also overseeing day-to-day delivery and operational challenges;
- Excellent negotiating and networking skills, able to form beneficial working relationships both internally and externally;
- Proven ability to work collaboratively across an organisation to successfully deliver large projects and to overcome barriers to project delivery;
- Practical appreciation of IT infrastructure, including cloud, and information security.
- Strong cost control, budgeting, procurement, resource planning and management skills;
- Experience working with Azure, cloud technologies and Microsoft 365 platforms;
- Great problem-solving skills;
- Ability to present technical problems and opportunities to non-technical audiences in a clear and constructive way;
- Strong working knowledge of IT security;
- Recent experience of negotiating and managing significant IT vendor contracts.

**Requirements:**

Degree educated (relevant post graduate qualification an advantage)

Project/Programme Management (and/or Change Management) qualification.

Demonstrable relevant continuous professional development (CPD)

Full UK driving licence and willingness to travel to the offices in Oxford, Cambridge and Lancaster, as required.

Previous experience in the charity sector would be an advantage but not essential.

Highly motivated and should enjoy working with highly-skilled and committed staff in an unusual, dynamic and sometimes challenging environment.

Comfortable working in an environment currently consisting primarily of bespoke/opensource software applications and databases, within a partially outsourced IT organisation.

Ready to take a very 'hands-on' approach, requiring a strong blend of technical, people management and strategic skills.

Current awareness of the 'art of the possible' yet with the pragmatism to recommend effective, future-proof, solutions that are appropriate to the size, scale and complexity of the organisation.