



JOB DESCRIPTION			
Job title:	IT Manager	Contractual status:	Permanent
Hours of work:	35 hours per week: Monday to Friday 9am – 5pm. However, there will be a requirement to work outside of these hours to suit the needs of the role	Salary range:	Competitive
Location:	Turf Moor, Harry Potts Way, Burnley, Lancashire, BB10 4BX	Reporting to:	CEO / Executive Chairman

Job Summary:
Effectively manage, maintain and improve all IT services and systems at the club, and providing effective analysis and recommendations of improvements.
Roles and Responsibilities:
<ul style="list-style-type: none"> • Take the lead on large IT projects, including the design and deployment of new IT systems and services. • Effectively monitor and maintain the performance of information technology systems to ensure cost and productivity impacts are maintained, making recommendations for improving the IT infrastructure where necessary. • Assist in defining the IT infrastructure strategy, including architecture and processes. • Identify and analyse technical issues, taking an active role in creating and implementing effective solutions. • Partner with key stakeholders to analyse and develop IT solutions that are in-keeping with business requirements. • Assess new and existing vendors, and developing test strategies for the implementation of new hardware and software. • Effectively troubleshoot and resolve hardware and software issues related to IT infrastructure and systems. • Take full responsibility and ownership of Business Continuity and Disaster Recovery Plans. • Manage 3rd party relationships. • Work with the club’s Data Protection Officer to make sure Data Protection Regulation are implemented including but not limited to the Privacy by Design element. • Manage the installation and set-up of new users equipment onto the club’s infrastructure. • Contribute and help implement the club’s overall Digital Strategy. • To be able to work flexible hours where the role of the job requires. • To work towards agreed Key Performance Indicators (KPIs). • Comply with all Club policies. • Promote the Burnley FC brand and ethos in a professional, strong, and positive manner. • Work alongside other team members to support in other areas of the organisation as and when required to promote best practice. • A commitment to equality and diversity in the workplace. • Willingness to attend training courses including Safeguarding and Equality and Diversity. • Always demonstrate the Club’s values. • This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree in Information Technology, Computer Science, Information Systems, or a related field, or comparable experience. 	<ul style="list-style-type: none"> Masters in Information Technology, Computer Science, Information Systems, or a related field, or comparable experience.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems. 2-5 years of experience working in IT operations. Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies. Firm grasp on IT infrastructure and operations best practices. Experience of 'Big Data Solutions' such as managing data lakes / warehouse. Managing and developing NFT technology. Excellent project management skills and strong ability to prioritise. Strong critical thinking and decision-making skills. 	<ul style="list-style-type: none"> Understand and oversee code development. Knowledge of US and UK legal compliance and security for data.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Meticulous attention to detail. The ability to remain calm under pressure and in challenging situations, always focusing on the delivery of successful solutions. Strong interpersonal skills and the ability to communicate effectively both verbally and in writing. Ability to understand and resolve complex issues, providing support and guidance to staff. Access to transport for work purposes and to travel to locations throughout the local area. Articulate and confident management style with the ability to communicate effectively in all forms and at all levels. A friendly, positive 'can do' and courteous attitude. Enthusiasm, energy, and resilience. A commitment to the aims, vision, and values of Burnley FC. Highly motivated, determined, and conscientious. Displays no prejudice when working with others. 	<ul style="list-style-type: none"> A positive attitude towards professional development and their own learning.