

Job Description

Job title	IT Manager & DPO
Reports to	CFO
Responsible for	<i>N/a currently</i>

Job purpose

Overall responsibility for ensuring the effective, efficient and smooth running of all Bennamann IT Systems and platforms, including updates, configurations and appropriate maintenance to enable safe, compliant and streamlined use for all employees and customers.

To develop, communicate, deliver and continuously improve Bennamann IT strategy for employees and to measure, report on and improve digital success and engagement across the business.

Duties and responsibilities

- **Operational responsibilities**
 - Efficient, timely and cost-effective sourcing, procuring and running of all Bennamann IT Systems, including the management and control of all IT related assets
 - Managing KPIs and budgets of IT hardware, software and employee spend in the digital portfolio in-line with overall Bennamann strategy and budgets
 - Scoping, specifying and managing the delivery of any and all Bennamann IT platforms and systems, including internet accesses at both sites and outside/3rd party consultants/vendors as required
 - Provide internal support and, where appropriate, work with suppliers and partners to manage and maintain all Bennamann systems and internet to agreed KPIs / service levels
 - Manage and execute the effective onboarding to all appropriate systems and platforms for all employees including new starters
 - Define and manage the IT strategy for the business in line with Bennamann's strategic business needs
 - Information security - programme and physical
 - Ensure compliance with GDPR, including updates, training and information to the whole team
 - Internal data management - content, format, storage, location, life cycle
 - Network infrastructure - availability, performance and security
 - Follow procedures to ensure compliance with company ISO standards, responsibility and accountability for actions within My Compliance are documented within HR-101a MyC RACI
- **Peer group /cross team liaison**
 - To ensure close liaison with all department heads in terms of IT use and connectivity
 - Efficient and timely action to support People team with onboarding and employee access
 - To liaise with all other teams as appropriate and ensure effective communication around system updates
- **Reporting and communication**
 - To provide regular updates to the CFO/Line manager with regard to systems

- **Team**
 - Proactive management of industry updates and updating Line Manager and team where relevant
 - Participate actively in team meetings and proactive in own review and development
- **H&S**
 - Responsible for own H&S, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and/or any other reasonable context
 - Highlight any H&S risks you identify to management
 - Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
Relevant Experience Work and non-related work experience relevant to the job and organisation	Technical/Operational Experienced IT and software professional with experience in: <ul style="list-style-type: none"> • Business IT Systems specification, implementation and management • Working knowledge of SAP administration, Azure active directory, Salesforce/hubspot CRM, GDPR and DP • Experience of managing 3rd party consultants, software & hardware suppliers • Management of global, personal and sensitive data • Advanced knowledge of MS Office, including Sharepoint PC and Mac Operating systems and configuration • Experience of network/internet access, set up and configuration 	Experience of Warehouse/Asset management platforms and security & camera solutions
Education/ Training Specific qualifications and or training	IT Management training or related experience GCSE English/Maths grade C or above	BA/BSc in Computer Science, Engineering
Qualities, knowledge & skills Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained	An empathy and affinity with the Bennamann company values: <ul style="list-style-type: none"> • Safety • Curiosity • Integrity • Passion • Respect 	

	<p>Excellent organisational skills</p> <p>Great communicator - at all levels of business internally and externally</p> <p>Self motivated and autonomous when required, with the ability to motivate others and work as part of the team when needed</p> <p>Able to remain calm under pressure</p> <p>Presentable with the ability to be a positive representative for Bennamann in relationships with customers and suppliers; ranging from farmers to councillors and scientists.</p> <p>Adheres to process and policy, including PPE & uniform</p>	
<p>Additional factors Working conditions/hours, ability to drive, any special working conditions</p>	<p>Ability to travel to site at short notice to deal with and resolve issues</p>	