



SERTEC VACANCY

Group Business Systems Manager

Site:

Sertec Corporation Ltd.

Hours of Work:

39 hours

RESPONSIBLE TO: Commercial and Systems Finance Controller

Sertec Corporation Ltd are currently looking to recruit a Group Business Systems Manager to be responsible for the delivery and project management of significant IT and Development projects. The individual will drive the development of the IT and Systems functions to ensure that infrastructure, processes, governance and development are all fit for purpose and continually evolve in line with the requirements of the business.

Operating across the UK, Europe and China you will work closely with key stakeholders across the group and lead the transformation of strategic business process. You will coach and mentor the team in relation to the development of policies, processes and operational activities to enhance the overall compliance and efficiency of internal systems and set performance deliverables in line with project requirement.

Principal duties and responsibilities – list main duties or tasks to be performed, define key responsibilities of the job-holder, list any KPI's and or reports that the job holder will have to compile detailing the frequency required.

- Ensure the IT network / network infrastructure is both available and appropriately maintained.
- Manage the IT support and System teams, from both HR and functional perspectives.
- Manage relationships and control processes with third party support partners.
- Embed the use of project management tools within operation programmes to improve visibility of progress and project ownership.
- Act as custodian of core operational activities reviewing current policies and updating where appropriate; including but not limited to Disaster/ Data recovery policies and policing, IT system security, Life cycle management of assets, IT equipment register.
- Knowledge management of all IT and internal systems infrastructure and processes – to include application deviation, technical mapping of database processes and the mapping of the data model to allow for future development. Should also include Servers and technical infrastructure drawings and configuration etc.
- Provision of Group-wide support in respect of PC/Desktop, Laptop Applications and Mobile phones, covering all aspects of hardware support, firmware and software.
- Ensure the IT and systems teams are the group champions in rolling out, supporting, developing and advocating SharePoint and Office 365/Apps within the group
- Control IT, hardware, software, Licence and systems budgets to ensure value for money is achieved with supply base. Routinely evaluate alternative products and suppliers.
- Utilise office 365 apps/or suitable alternative to move towards a service-based model which logs and manages user requests and solution performance. Ensure appropriate escalation processes are incorporated in relation to help desk enquiries.
- Produce IT and Systems strategic reports on a monthly basis, covering the key areas in this document.
- all IT and Systems Risks are formally reviewed, reported, managed and mitigated in accordance with group expectation.
- Support both External/Internal Audit processes, ensuring requests are responded to in a timely, accurate and transparent manner.

These duties are not 'limited' or 'fixed' and you may be required to take on additional reasonable responsibilities as our business needs change

JOB REQUIREMENTS:

- A degree in IT, computer science or professional equivalent.
- A recognised qualification in Project management or demonstrable experience within change and transformation projects.
- Capable Team Manager with a passion for employee development.
- Previous experience of managing IT networks and infrastructure within a complex organisational structure.
- Hands on programming capability- with a knowledge of programming languages such as Java, C#, SQL.
- Knowledge of database modelling, data architecture and data integration.
- A passion for change management and a methodical approach to system development.
- Able to analyse data, report and evaluate findings and present information to key stakeholders.
- Able to integrate business objectives and present future vision to gain project understanding and adoption from wider organisation.

Please apply for this vacancy via email and include a CV and 'detailed' covering letter stating the reason why you are applying and why you feel you would be suitable for this position.

This letter should be addressed to: Rachel Starkey at Rachel.Starkey@sertec.co.uk or can be sent via post to Rachel Starkey, Sertec Group Holdings Ltd, Wincaster House, Highway Point, Gorsey Lane, Coleshill, Birmingham, B46 1JU, United Kingdom.

CLOSING DATE FOR APPLICATIONS – 27.11.2020