Linacre College
University of Oxford

Recruitment Pack: IT Manager

ABOUT LINACRE

Linacre is a graduate College of the University of Oxford. Welcoming students from a breadth of academic disciplines and diverse backgrounds, Linacre is known for its interdisciplinary focus.

Situated next to the University Parks and close to the University's main libraries and laboratories, the College fosters a supportive international community of over 700 students and 50 JRFs.

Modern and progressive in character, Linacre was one of the first mixed Colleges in Oxford and offers a single Common Room for all members.

"I really enjoy working at Linacre. Not only have I felt welcomed and supported, but I have made lifelong friends."

Our Benefits

- 38 days of annual leave, which includes the 8 statutory public holidays, to support your wellbeing and the option to purchase up to 10 extra days and additional leave after long service.
- An excellent contributory pension scheme.
- A meal (usually lunch) is provided free of charge when you are on duty and when the College kitchen is operational.
- All staff are members of the Common Room and have access to a vibrant college community with clubs, sport and recreation facilities.
- Affordable and sustainable commuting options, including a cycle loan scheme, discounted bus travel, and season ticket loans.
- Enhanced family leave.
- Access to an Employee Assistance Program (EAP) through Health Assured.
- This role also offers the opportunity for hybrid working.

Job Description

Salary: £48, 235- £57,255 per year (pro-rata for part time appointments) with an Oxford Weighting of £1500 per year

Nature of Contract: Permanent, Full time

Reporting to: The Principal is the Line Manager, but the IT Manager will also report to and receive advice and feedback from the Academic Committee.

Vacancy reference: ITM2025

Location: Linacre College, St Cross Road, Oxford, OX1 3JA

Additional information: This vacancy is for internal applicants only

Overview of the Role

The IT Manager leads the IT department which provides long-term management and development of the College IT Services and supports their use by the graduate students, staff and many members of, and visitors to, the College.

Key Responsibilities:

- Develop and document College IT facilities, procedures and strategy including IT Security and Acceptable Use policies as well as those statutorily required.
- Manage, maintain and develop the College servers and network
- Lead the design, implementation, and operational support of College IT services making optimum use of external service providers, including the University.
- Act as the line manager to IT Department staff.
- Participate in the College's management including reporting to and advising relevant College meetings and committees.

- Evaluate, procure, configure, implement and support hardware, software, IT services and consumables.
- Maintain effective security of College IT systems and data.
- Manage and maintain College databases and accounting packages and assist and advise in integration of IT services into staff offices and business processes. Support staff in their use and liaison with providers of such packages.
- Ensure business continuity by maintaining a documented and appropriate data and server backup and disaster recovery system as well as procedures to mitigate the risks around sudden staff unavailability and security incidents.
- Provide or source training and support for Linacre IT staff.
- Provide and support network access for students and those in College accommodation and supporting the use of email and standard office packages.
- Oversee regular IT support surgeries, provided by junior IT staff, for students.
- Oversee IT-related audio-visual equipment and support its use, with day-to-day work done by an IT assistant
- Manage the budgets for academic and staff computing and for network/infrastructure and IT office.
- Liaise with other University of Oxford IT providers including other College IT Officers, the IT Staff Forum and Oxford University IT Services.
- Keep up-to-date with relevant developments in IT and computing and advise on their possible relevance to and exploitation by the College.
- Liaise and collaborate with the College Communications Officer around updates to the College website and related software to ensure compliance with IT policies and procedures.

Person Specification

Essential Selection Criteria:

- A relevant degree in Information Technology, Computer Science, or related field, or substantial equivalent professional experience.
- Demonstrated competence in managing server infrastructure, networking, security protocols, and IT systems administration.
- Experience with configuration, maintenance, and support of both Windows and Linux servers.
- Proven experience in developing, implementing, and documenting IT strategies, policies, security, and acceptable-use procedures.
- Experience in effectively managing a team, including training, mentoring, performance management, and professional development of junior staff.
- Demonstrable experience in managing IT budgets, including procurement, cost control, and value-for-money evaluations.
- Excellent verbal and written communication skills, with proven ability to communicate effectively with both technical and non-technical colleagues at all levels in both verbal and written communications and to advise and report clearly and effectively to management and committees.

- Ability to successfully manage and deliver multiple simultaneous IT projects, including coordination with internal stakeholders and external suppliers.
- Strong analytical skills with proven ability to diagnose complex technical issues, evaluate options, and implement effective solutions.
- Demonstrable commitment to customer service excellence, evidenced by effective support to graduate students, academic and administrative staff, and visitors.
- Experience ensuring compliance with relevant data protection regulations and maintaining IT security and disaster recovery procedures.
- Proven ability to collaborate effectively with external service providers, including University-wide IT forums, and computing services.

Desirable Selection Criteria
- Substantial experience in managing and leading an IT function, including responsibility for network infrastructure, servers, databases, web technologies, and AV systems.
- Previous experience working in a university or academic institution, particularly familiarity with University of Oxford IT systems and procedures.
- Evidence of ongoing professional development, such as industry certifications (e.g. ITIL, CISSP, CCNA, Microsoft certifications).
- Experience managing websites, content management systems (e.g. Drupal, WordPress), and familiarity with web standards and best practices.

Pre-employment screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:
- Lone Working
- Regular manual handling
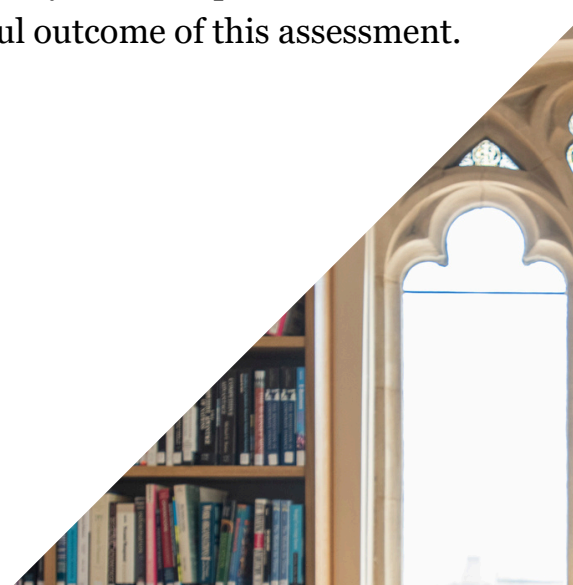
Application Process

How to apply and conditions of employment:

- Applications are made via the Competency Application Form on the College website vacancies page - www.linacre.ox.ac.uk/vacancies - where you be required to upload a CV and complete the Equality and Diversity Monitoring Form. If you require the application form in a different format for accessibility reasons, please contact the HR Officer at **hr@linacre.ox.ac.uk**

- In the selection criteria section you may copy and paste a covering letter or supporting statement. This section must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

- Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

- As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

- You will be asked to upload a CV. Please upload all documents as PDF files with your name and the document type in the filename.

- If you currently work for the College, please note that:

-As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.

-Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

The Closing date for completed applications:

Midday (noon) Friday 25 April 2025

For any questions, please email hr@linacre.ox.ac.uk