



Job Title	Director
Department/Institute	Information Systems
Reporting to	Deputy Principal
Main Objective	To oversee the strategic planning, development, implementation and management of the college's information systems, including e-learning

The Director of Information Systems is responsible for overseeing the strategic planning, development, implementation, and management of the college's information systems, including e-learning. This role ensures that information systems effectively support the college's educational programs, administrative functions, and long-term strategic goals. The director will lead a team of IT staff, manage budgets, and work collaboratively with stakeholders to enhance the use of technology in learning and administration.

Key Responsibilities:

1. Strategic Leadership:

- Develop and implement a comprehensive information systems strategy aligned with the college's mission and vision.
- Assess and prioritize technology and e-learning needs, ensuring that information systems support the academic and administrative goals of the institution.

2. Management of IT Operations:

- Oversee the day-to-day operations of the information systems department, including help desk support, system administration.
- Ensure the reliability, security, and effectiveness of all technology systems, including data management, cloud services, and cybersecurity protocols.

3. Project Oversight:

- Lead technology-related projects from conception through implementation and evaluation, ensuring that projects are completed on time and within budget.

- Collaborate with various departments to identify system requirements and recommend appropriate technology solutions.
4. Budget Management:
 - Develop and manage the information systems budget, monitoring expenditures and identifying cost-effective technology solutions.
 - Prepare financial reports and justifications for technology investments to support decision-making.
 5. Policy Development and Compliance:
 - Establish and enforce policies and procedures for the use of technology and information systems throughout the college.
 - Ensure compliance with regulations regarding data privacy, security, and information use.
 6. Team Leadership and Development:
 - Lead, mentor, and develop the information systems team, fostering a culture of collaboration, innovation, and continuous improvement.
 - Encourage professional development opportunities and training for staff to enhance skills and knowledge in emerging technologies.
 7. Stakeholder Engagement:
 - Serve as the primary liaison between the IS department and other departments, ensuring effective communication and collaboration on technology initiatives.
 - Engage with faculty, staff, and students to gather feedback and address concerns related to information systems and technology.
 8. Research and Evaluation:
 - Stay updated on technology trends and best practices in higher education to recommend improvements and innovations in college information systems.
 - Evaluate the effectiveness and utilization of current information systems and identify areas for enhancement.