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| **Information Systems Manager**  **SALARY GRADE: HBC9** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As Information Systems Manager you will analyse, design, develop, deliver and manage quality Information Systems for use throughout the authority.  More specific responsibilities include:   * To design, develop, enhance, and maintain both new and existing systems using Microsoft and 3rd party development platforms (e.g. C, C#, Visual Basic, T-SQL, CSS, SharePoint, bespoke business applications, CRM, FMS, intranet/extranet solutions). * Configure and develop 3rd-party and in-house systems to meet evolving business needs and implement design briefs for web and business applications. * Collaborate with infrastructure teams (Data Centre, EUC, Network, Directory Services) to ensure system resilience, availability, and effective maintenance. * Manage and analyse technical projects within ICT & Support Services using a specified systems development/project management methodology. * Act as primary contact for development and maintenance of systems within your specialism, whether hosted in-house, externally, or by third parties. * Document and maintain system configurations, ensure backup and disaster recovery procedures are in place and up to date. * To liaise with representatives from all across the authority, at all levels in order to identify, document and confirm business requirements for new or existing information systems. * Support users with system issues, security compliance, and configuration needs, and identify solutions through ongoing communication. * Produce and deliver reports and other management information to inform strategic management decisions. This may include: Producing electronic reports as a result of analysing complex data. Producing written reports to express ideas and to document business cases. Delivering presentations to colleagues, management groups or external partners and attending and hosting meetings with end-users, colleagues or user-groups. * Maintain an overview of all active projects relating to Information Systems. This may include: Liaising with other projects to understand and communicate how related projects impact / affect one another. Providing advice and support to ICT colleagues who are developing their own information systems, e.g. advice on workflow development, system development or design implementation. Assigning and reviewing work packages to ensure completion of projects to an agreed standard of time, cost and quality, Provide data, reports and recommendations to senior management to help inform decisions on future priorities and projects, for example on service availability, system load and system enhancement/replacement. * Manage relationships with providers of off the shelf systems, including managing helpdesk queries, account queries, reviewing contracts and managing procurement process for new contracts as and when required. * Develop and deliver training as needed. * Perform other duties as required, aligned to the role and grade. | |
| About You | |

For this role you will be educated to degree level and/or appropriate vendor qualification, (e.g. Microsoft SQL, C#), and/or appropriate experience within specific vendor development environment relevant to the needs of the business at the time. You will also have formal 3rd Party or Bespoke Systems Development/business requirements and/or process design experience as well as project analysis, design and implementation experience.

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| In addition you will have:   * Proven experience in setting up large-scale information systems, including bespoke and third-party solutions. * Skilled in writing, debugging, and maintaining complex code, workflows, and large-scale form development within specialist environments. * Proficient in CSS and SharePoint Master Page customization to implement design packages. * Extensive background in systems development with a track record of delivering significant business improvements using ICT and improved business prosses. * Hands-on experience with vendor tools to manage large development environments. * Experienced in developing and delivering end-user and technical training for ICT systems. * Strong understanding of relational databases and excellent general ICT skills. * Excellent interpersonal, written, and verbal communication skills. * Able to work independently and flexibly within a team, managing workloads and meeting tight deadlines. * High personal standards in work quality and presentation, with a strong commitment to continuous professional development and performance management.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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