

## JOB DESCRIPTION

<b>Job title</b>	<b>IT Manager</b>
<b>Location</b>	<b>Cambridge, Cambridgeshire</b>
<b>Department</b>	<b>IT</b>
<b>Line manager job title</b>	<b>Managing Partner</b>

### Overview

This pivotal role oversees all aspects of PEM's IT operations and data management, alongside managing critical projects to deliver on PEM's strategic goals.

### Key accountabilities

- Manage and lead IT and data within PEM, working closely with other departments to ensure the PEM Tech stack is proactively controlled.
- Be a key member of PEM's operational board, reporting on IT priorities and projects, and contributing to operational and strategic IT decisions.
- Partner with business units to align IT services with operational objectives.
- Drive the optimisation of existing IT infrastructure and explore emerging software tools.
- Ensure smooth operation of technology systems, networks, and infrastructure to support daily business needs.
- Manage the IT budget, ensuring PEM achieves operational efficiencies, strong expenditure governance and tracking of all IT and data costs
- Build and maintain strong relationships with key system service providers and ensure they are aligned with the strategic direction of PEM.
- Lead IT operational projects and act as the internal project lead, managing business engagement and communications.
- Serve as the main contact for the IT Managed Service Provider (MSP), including daily interactions and weekly reviews.

### Person Specification

- Excellent understanding of IT systems and infrastructure.
- Proficiency in Microsoft Office suite.
- Solid understanding of cloud security and operations.
- Proven experience in leading IT projects from inception to delivery.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and projects simultaneously.
- Strong organisational and time management skills.
- Experience in managing budgets and financial oversight.
- Strong problem-solving skills and attention to detail.