Job Description

JOB TITLE: IT MANAGER

SERVICE GROUP: COMMERCIAL

REPORTS TO: QUALITY SYSTEMS MANAGER

Stopford have an exciting opportunity for an IT Manager to join the team, at our head office in Knutsford.

The Company

Stopford founded in 1982, provide consultancy, project management, and green technologies to a worldwide clientele in emerging and existing industries. Our professional services are delivered through our three service groups, Consultancy, Technology & Innovation and Projects. We are an industry leader with a portfolio spanning research and development through to design and commissioning of process technology.

What we do... We provide consultancy, project management and green technologies to a worldwide clientele.

What we value... Professionalism, equality, fairness, co-operation, and unrivalled expertise.

Our ambition... To lead the way in engineering a sustainable world towards a low-carbon economy.

The Benefits

- Competitive Salary
- Pension Scheme
- 25 days holiday plus bank holidays
- Private medical insurance
- Employee assistance program
- On-site parking
- Paid membership to an appropriate professional institution
- Targeted professional development

The Role

The IT Manager will be responsible for maintaining and developing Stopford's IT infrastructure, both on premise and cloud based. The IT Manager will also manage all aspects of IT security and data protection. The role also requires managing various specialist software tools and software as a service apps, procurement, helpdesk provision and working with Stopford's managed service provider and third-party IT service providers.

The IT Manager reporting into the quality systems manager is responsible in conjunction with the Commercial Director for the development and implementation of the IT strategy aligned with the company business strategy.

Duties and Responsibilities

- Ensure that IT services and tools are performing and meet user requirements, on a day-to-day basis, for 60+ users

- Management of IT Apprentice

- Manage all aspects of IT security at all Stopford offices

- Maintain and test the company business continuity arrangements, for all IT infrastructure and ensure contingency plans are robust documented and trained

- Support the Quality Systems Manager to ensure the linkage of IT with the Quality Management System (QMS) and process improvement across the business.

- Work with the service groups to ensure that the companies systems operate effectively and efficiently.

- Support the service groups on matters related to IT infrastructure and actively encourage a positive IT security culture within Stopford

- Manage the IT element of employee and contractor onboarding/ offboarding

- Undertake routine audits and inspections to ensure compliance with company IT policy and QMS procedures

- Monitor, investigate and report on security breaches, contraventions, and incidents

- Providing secure access to the network for remote users

- Manage the company's IT infrastructure including usage monitoring

- Oversee emergency IT issues affecting operational activity

- Monitoring daily operations, including server hardware, and operating systems

- Management of information security for the company

- Generation of monthly KPI dashboard aligned with IT strategy

- Management of IT supplier contracts

- Coordinating technology installations, upgrades, and maintenance

- Provide user training, support, advice and feedback

- Scheduling upgrades and backups of hardware and software systems

About you

- University educated or IT industry equivalent qualifications

- Previous experience in an IT role

- Proven ability to plan, organise, control and evaluate IT operations

- Ensure security of data, network access and backup systems

- Engage with staff across the company

- Excellent working knowledge of Windows 10 operating system

- Understanding of Windows Server 2008, 2012, and 2016

- Understanding of DNS, DHCP and Active Directory

- A good understanding of the Microsoft 365 suite (importantly SharePoint and Azure AD)

- Working knowledge of the GDPR and data protection

- Good organisation, problem solving, relationship management and teamwork skills

- Good attention to detail, able to work in a methodical manner and deal with complexity

- Proficient in scheduling and planning

Please note we do not accept applications from agencies, and you must be eligible to live and work in the UK.

To apply, please email your CV to careers@stopford.co.uk and quote job reference. If we think you have got potential, we will be in touch within 10 working days.