



Head of IT

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds & Colchester we provide legal services throughout England, Wales and Northern Ireland. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development.

Job Purpose

To make our IT service the envy of other firms in the way that it enables our business to provide the highest levels of client insight and service.

Main Duties & Responsibilities

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs:

The main duties for this role include:

- Own the creation of the firm's IT strategy – *this role is key to helping the business marry its ambition with the potential of new technologies; enabling us to continue to deliver high-quality work at all times*
- Define and deliver the IT change agenda – *sometimes IT will lead the agenda and sometimes it will be supporting. Building strong, and informed, relationships across the firm will be essential for ongoing business engagement and confidence*
- Assure delivery of a business-as-usual IT service to everyone in the firm – *ensuring high-levels of: user confidence, system integrity and performance (this includes the management of third-party partners and suppliers)*
- Act as an ambassador for the IT Department - *demonstrating high levels of subject expertise, business awareness and customer service*

In addition to the above the individual in role will also be required to:

- Lead, motivate and develop the IT Department's resources;
- Create, and deliver to, an annual budget that balances the delivery of day-to-day services with the investment in new technologies/solutions;
- Actively participate in the Business Support leadership team (IT, Finance, HR, Facilities, Compliance and Business Development/Marketing) to ensure a high-quality, joined-up, service is provided to our users.

Measures of success

- Feedback from key stakeholders relating to the performance, and suitability, of IT solutions;
- Reliability of the IT solutions utilised by the firm;
- Performance against budget;
- Stakeholder 'buy-in' to the IT roadmap.

Person Specification

Specific experience required

- Proven experience as an IT Director or similar (preferably with previous experience in professional services), with responsibility for budget creation/management, leadership and staff development;
- Leadership of, and participation in, the: analysis, evaluation, configuration and implementation of complex IT systems – particularly Practice Management solutions – ideally through modular approaches;
- Management of multiple IT disciplines (e.g. software development, technical support, systems architecture, data management and MI, hardware/software strategy etc.);
- Supplier identification, selection and management;
- Cloud migration and management.

Specific skills required

- Exceptional communication skills are essential to help stakeholders engage in content (where required) and have confidence in the individual;
- Project management training/accreditation;
- A keen understanding of computer systems: applications and operating systems, within the UK legal market; coupled with the ability to quickly identify opportunities that would benefit the firm.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.