



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

IT Officer Role Description

1. IT Officer

Responsibilities

- i) The National IT Coordinator (NITC) has ultimate responsibility (accountability) for the club's IT systems. Over time these will be increasingly provided externally by a variety of commercial service providers. They are not expected to personally be provided by the NITC.
- ii) Be the "face of BMMC" to our external IT service providers.
- iii) Be the "face of IT" to our members / committee members, providing advice and recommending best practice regarding our various systems.
- iv) Identify new / alternative IT solutions from time to time either as required by the directors or in response to market developments
- v) Own the interface with IT service providers.
- vi) Translate the club's requirements into a formal "Statement of Requirements" for any systems procurements.
- vii) Lead negotiations with prospective IT providers and manage the "Invitation to Tender" process.
- viii) Ensure proposed solutions are fit for purpose, satisfy the club's requirements and are cost effective.
- ix) Act as the Sponsor to any service provider, ensuring developments and systems are managed on time, to specifications and to budget.
- x) Monitor and manage risk registers for all IT services.
- xi) Ensure effective communications are in place between the club and IT service providers
- xii) Keep the directors up to date on the state of our IT solutions.
- xiii) Recruit and maintain a small team of members to assist with the administration of the club's systems, e.g, Email, Videoconferencing, Repository, etc, avoiding single points of failure wherever possible.
- xiv) Own the club's IT Acceptable Use Policy on behalf of the directors and recommend developments to that policy as necessary. Contribute to the club's Data Protection Policy as a subject matter expert.

Skills and Experience

- i) A broad background in IT, either from a customer or provider organisation, ideally in a management role with exposure to Service Delivery. This will probably be best gained working for a small to medium enterprise.
- ii) Experience of working with / managing outsourced IT providers.
- iii) Experience in the creation and management of outsourced service provisions and software developments.
- iv) Involvement in the generation of/or responses to, Invitations to Tender and Statements of Requirements.
- v) The art of the possible, i.e. what can be done with IT, but not necessarily the technical detail of how it is done. The latter is the responsibility of our external service providers.
- vi) How to present expenditure proposals to the directors.
- vii) The basics of Risk Management.
- viii) How to work with a team of volunteers.