



Beau Soleil

Collège Alpin International

JOB DESCRIPTION

Title	IT Manager
Department	IT
Reports to	Principal
Location	Villars-sur-Ollon

Purpose <i>(why the position exists, within what limits and with what objectives)</i>	The IT Manager heads the IT Department, is responsible of the technical support at College Alpin Beau Soleil. He is also the main systems support administrator. The IT Manager is in charge to manage and develop current and future IT/Technical projects of the school.
Key Responsibilities	<ul style="list-style-type: none">• IT Team management• Preparation and control of school IT budgets• Project management of all project under the IT Manager responsibility• IT support duties• Systems Administration• Hardware management• Responsible to ensure quality of any solution or service delivered• Ensure external IT / Suppliers deliver expectations• Build strong alignment between business and IT• Reporting on project progress linked to the school• Manage IT aspects of Student intake• Manage internal / External customers and suppliers
Education and Professional Qualifications	<ul style="list-style-type: none">• Computer Science Diploma or equivalent;• 5 years relevant experience;• Fluent in French spoken & written;• Fluent in English spoken & written
Experience	<ul style="list-style-type: none">• Experience of Staff Management (3years Minimum).• Experience of IT Support (7yrs minimum)• Experience of IT Budget Management• Experience in Project Management (IT-related)• Experience of Contract, Equipment offer Negotiation• Up to Date Knowledge of current security trends / standards



Beau Soleil

Collège Alpin International

Skills and Attributes	<ul style="list-style-type: none">• Knowledge of current technological developments/trends in area of expertise• Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments.• Ability to foster a cooperative work environment• Strong interpersonal and communication skills and the ability to work effectively with a wide range of internal constituents and external contacts.• Ability to initiate and direct technical projects in support of strategic and operational goals• Ability to coordinate and integrate computer systems development, enhancement and modifications from an overall information services perspective.• Knowledge of staff hiring procedures• Strategic planning Skills• Employee development and performance management skills• Skills in organizing resources and establishing priorities• Ability to negotiate contractual arrangements for the provision of computer technology• Ability to Interpret, adapt, and apply guidelines and procedures• Skills in fiscal management and budget representation
------------------------------	--