

Leading international boutique law firm is looking for an experienced **IT Manager** to join their team. You will be leading, managing, and assisting with a variety of key tasks, from day-to-day operations to IT training for staff and cyber security. The key focus of the role is not just in ensuring the effective use of the existing IT network and infrastructure, but in ensuring compliance with all IT related regulatory requirements, maximizing the benefits of tech, and continuing stretching the firm to improve systems, embrace new technology and to train the team.

This is a part-time (30 hours/w), permanent role where the IT manager will have to work on site, by Farringdon tube/train station.

ROLE of the IT Manager:

Operational Information Technology responsibilities:

- Supervising day to day operations of the networks and infrastructure.
- Responsible for making assessments and recommendations for all IT matters to the Management Committee.
- Responsible for all IT related matters, problems, queries, project management, replacement programmes as well as evaluating new equipment and evaluation, and renewal of existing products.
- Considering new technology providers and products, especially in AI, encryption, and digital dictation, to increase the client experience and to maximise team effectiveness.
- Key service contact for the management and liaison of all outsourced IT support, internet provider, and legal support and back-office support software.
- Assisting with management of the new website, including uploading new content.

Manage Staff Knowledge Share and IT Training:

- Responsible for all Knowledge Share activities and Staff Training on all software used by the Firm, including Microsoft Office), Adobe, and training on use of disclosure and digital completion/contract rooms.
- Creating new templates, utilising automation.

Cyber security essential and plus accreditation:

- Member of the Cyber Security Committee.
- Assist in updating various registers, cyber security policy business continuity plan, data mapping.
- Assisting with obtaining cyber essential and cyber plus accreditation.

Manage Telecoms and communication systems:

- Responsible for all telecoms related matters such as telephone systems, hardware, printers and scanners.
- Ensure service contracts meet current and developing business needs, cost effective delivery, responsive, regular review, and tender/re-tender process.
- Data security, and business continuity.

Managing the Practice Management System:

- Liaising and managing service relationship and all projects relating to our practice management system.

PROFILE:

- Bachelor's degree in computer science, information science, or a related field.

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- Previous experience as IT Manager or IT Assistant Manager, in the legal sector, and with case management systems would be advantageous.
- Strong problem-solving and project management skills and be familiar with the most recent technology.
- Excellent writing style, high level attention to detail and be confident working directly with the Partners and Senior management team, and external providers, and representing the firm (if required) at external events and conferences.
- The successful candidate must be keen to continuously learn and stretch themselves, and to explain their ideas

SALARY & BENEFITS:

- £40k/y pro-rata
- Benefits to be confirmed